

PLACER COUNTY, CA – ADMINISTRATIVE RULES

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NOTE: : Resolution No. 80-600, 12-23-80, was adopting resolution, updating or revising existing Chapters 1, 2, 4, 5, 6 and 10 and adding Chapters 3, 7, 8 and 9. Any subsequent amendments shall be noted by a citation of the appropriate resolution. Resolution No. 99-309, effective 12-21-99, amends Resolution No. 80-600 by repealing Chapters 2 and 3, and adding a new Chapter 2.

ADMINISTRATIVE RULES
CHAPTER 1: ZONING MAPS AND PUBLICATIONS

CHAPTER CONTENTS

Section:

- 1.1 Generally: Quadrant Maps Required
- 1.5 Official Maps Certified
- 1.10 Procedure for Filing and Publication
- 1.20 Instruction for Size in Publication

Sec. 1

ADMINISTRATIVE RULES

Sec.1.10

CHAPTER 1: ZONING MAPS AND PUBLICATIONS*

Sec. 1

GENERALLY: QUADRANT MAPS REQUIRED. All Zoning Maps shall be consolidated on the twelve (12) square mile quadrant base maps prepared by the Planning Department (for example, Sec. 90.14D). For zone districts located in an area where a quadrant map is not available, such map shall be prepared as soon as practicable, upon which such information shall be placed.

Sec. 1.5

OFFICIAL MAPS CERTIFIED. One set of such Maps shall be certified by the Planning Commission and Board of Supervisors as a true and correct copy of their official set of zoning maps upon which the County Zoning Ordinances are based. Said set of maps shall be redrawn within five (5) days after action of the Board of Supervisors directing adoption of such amendment, and the Clerk of the Board of Supervisors thereafter shall make entry in the amendment box noting the number of the amending ordinance and certifying its adoption.

Sec. 1.10

PROCEDURE FOR FILING AND PUBLISHING. Whenever an area is to be rezoned, the following procedure shall be used:

- (a) Two maps containing that portion of the area of the quadrant to be rezoned shall be filed with the Clerk of the Board of Supervisors.
- (b) One such map shall be forwarded to the County Counsel who shall attach the same to the text of the enacting Ordinance, which text shall contain such easy to understand language as is appropriate for a reader to orient himself with the location (i.e., the names of nearby roads, businesses, etc.)
- (c) The second map shall be pasted or taped by the person maintaining the County Code upon a print of the appropriate quadrant map referred to in Section 1.5 above. Such person maintaining the Code shall cause the revised quadrant map to be photographically reduced to 8-1/2 x 11 inches and copies thereof distributed to all persons receiving Code supplements.
- (d) A third copy (suitable for publication) of that portion of the area of the quadrant map rezoned shall be filed with the Clerk of the Board of Supervisors, together with the following information: North Point, Legend, Scale, and information tying the map to the Mount Diablo Meridian System. Such map shall be forwarded, along with the text of the Ordinance, to the newspaper publishing the Ordinance.

*Resolution 68-403, 9-10-68, was adopting resolution

April, 1981

Sec. 1.20

ADMINISTRATIVE RULES

Sec.1.20

CHAPTER 1: ZONING MAPS AND PUBLICATIONS

Sec. 1.20

INSTRUCTIONS FOR SIZE IN PUBLICATION. Maps forwarded to the newspaper publishing the Ordinance shall contain instructions specifying the number of columns for the published size of the map. The number of columns specified shall be the minimum number required to make readable printed data on the Map, including zone, district, designation, and street names.

April, 1981

ADMINISTRATIVE RULES
CHAPTER 2: EMPLOYEE CLAIMS

CHAPTER CONTENTS

Section:

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2.5	Form for Claim
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June, 1983

Sec. 2.1

ADMINISTRATIVE RULES
CHAPTER 2: EMPLOYEE CLAIMS*

Sec. 2.15

Sec. 2.1

GENERALLY. These rules and regulations shall be applicable to the filing of all claims by County officers and employees for mileage, meals, travel expenses, and all other claims for reimbursement based upon County employment. For purposes of this chapter, County officers and employees shall also include:

- (a) Persons appointed by the Board of Supervisors to serve on the various County commissions and advisory boards; and
- (b) The public member appointed by the Board of Supervisors to serve on the Area 4 Agency on Aging Joint Powers Authority governing board. (Reference: Resolution 84-2, 1-3-84.)

Sec. 2.5

FORM OF CLAIM. All claims shall be filed on forms prescribed by the Board of Supervisors.

Sec. 2.10

TIME FOR FILING. All claims shall be filed not later than the 100th calendar day after the expense was incurred for which reimbursement is claimed. Claims filed after the 100th calendar day shall require the written approval of the County Executive. No claim shall be accepted for payment more than one calendar year after the expense was incurred, unless approved for payment by the Board of Supervisors. (Reference: Gov. Code Section 935, et seq; Resolutions 71-344; 89-245, 7-11-89.)

Sec. 2.15

SUPPORTING DOCUMENTS. Each claim for reimbursement shall be supported by receipts, vouchers, or other documentary evidence for:

- (a) Travel items, if by common carrier, excluding cab fares.
- (b) Meals, if for more than one person per meal or if the cost of the meal exceeds the non-receipt reimbursement limits perscribed in Section 2.25(j). (Reference: Resolution 83-28, 1-18-83.)
- (c) Fees for registrations and lodgings.

- (d) Incidental or emergency expenditures needed to maintain County operations. Such reimbursements shall be in accordance with the limits set forth in Section 2.4 and Section 6.2 of the County Purchasing Policy Manual for delegated and emergency purchases. (Reference: Resolution 84-290, 7-24-84.)

They are not required for expenses for parking, tolls, tips and other incidental individual items under \$3.50. (Reference: Resolution 84-253, 7-3-84.)

*Resolution 68-309, 7-30-68, was adopting resolution. (Note: Resolution adopting says not applicable to Board of Supervisors.)

July, 1989

Sec. 2.16

ADMINISTRATIVE RULES
CHAPTER 2: EMPLOYEE CLAIMS

Sec. 2.20(c)

Sec. 2.16 **DETAIL REQUIRED.** Each claim shall contain the following detail for each item:

- (a) Date
- (b) Person
- (c) Item
- (d) For mileage: Origin, destination, and distance.
- (e) For items other than mileage: A brief statement showing the reason for the claim and its reimbursability.

Sec. 2.20 **NUMBER OF EMPLOYEES PER CLAIM**

- (a) Expenses of only one employee shall be listed per claim, except that expenses of officers and employees of one department or of two or more departments may be placed on one claim as provided in (b).
- (b) Expenses of officers and employees of one department or of two or more departments may be placed on one claim:
 - (1) If one employee has paid expenses for all such employees, there is only one supporting receipt, and the expense is to be pro-rated between the departments.
 - (2) If such expenses are itemized by individual and date and are payable out of a single account.
- (c) If a single payment was made by an officer or employee for the combined expenses of two or more officers or employees:
 - (1) An individualized listing of expenses shall be required only if the billing received by such officer or employee contained such an individualized listing.
 - (2) If no individualized listing is required under (c)(1) above, the amount reimbursable to the officer or employee shall not exceed the maximum amounts specified in Sec. 2.25(j) multiplied by the number of persons on such claim. (Reference: Resolution 79-265, 6-12-79.)

April, 1981

Sec. 2.25(a)

ADMINISTRATIVE RULES
CHAPTER 2: EMPLOYEE CLAIM

Sec. 2.25(d)

Sec. 2.25

TRAVEL OUTSIDE COUNTY

- (a) All County employees desiring to travel on County business requiring them to remain overnight must have approval as follows:
 - (1) Out of County, but within California: Approval by the County Executive well in advance of such trip.
 - (2) Out of State: Approval by the Board of Supervisors, after hearing recommendation from the County Executive well in advance of such trip.
- (b) Section 2.25(a) shall not be applicable for attendance at meetings of public agencies of which the County of Placer is a member or is represented by a member of the Board of Supervisors. (Reference: Resolution 74-482, 1793-B, 9-3-74; 83-28, 1-18-83.)
- (c) Approvals pursuant to Section 2.25(a) must be requested on a "Travel Request" form prepared in triplicate. If approved, the Travel Request will so indicate on the copy returned to the department. Failure to obtain prior approval from the County Executive may result in refusal of the County to reimburse the employee for his expense. (Reference: Resolution 69-67; 83-28, 1-18-83.)
- (d) In the case of travel in which authorized law enforcement personnel are engaged in the extradition of fugitives, transportation of prisoners or court wards, or any criminal investigation, whether out-of-county or out-of-state, advance approval is not required.
 - (1) Authorized law enforcement personnel extraditing fugitives from outside the State of California shall be reimbursed in accordance with rates established by the Board of Control of the State of California.
 - (2) All other reimbursements under this section shall be at the rates established in Sections 2.25(i) and (j). (Reference: Resolution 83-28, 1-18-83.)

February, 1983

Sec. 2.25 (Continued)

- (e) In the case of travel to attend a conference called by a state officer authorized by state law, advance notification of such trip shall be furnished to the County Executive with a brief statement of the reason for such trip, the estimated cost, and the statutory authority requiring the County to pay for such trip. (Reference: Resolution 69-67, 2-25-69.)
- (f) Official travel with reimbursement shall be authorized only for those job-related conventions, conferences, seminars and other meetings considered absolutely necessary and for the benefit of Placer County, and not solely for the benefit of the employee involved. (Reference: Resolution 83-28, 1-18-83.)
- (g) The County Executive will approve travel expenses for not more than one "Statewide Professional Association" meeting per fiscal year. (It is anticipated that only department heads and division chiefs will be attending professional association meetings.) If a department head represents two professional disciplines, i.e., Treasurer-Tax Collector, these will be considered separately.
- (h) Additional statewide meetings as well as regional meetings in excess of 100 miles from Auburn will have to be thoroughly supported by evidence to meet the conditions shown in items (f) and (g) above.
- (i) Where private vehicles are authorized for use on official out-of-County travel, Reimbursement will be limited to the non-taxable rate permitted by the Internal Revenue Service, as promulgated from time to time in IRS regulations. (Reference: Resolutions 69-329; 71-344; 73-434; 74-169; 77-39; 80-493; 85-368; 87-334; 89-66; 91-34; 95-135, 6-20-95.)

[NOTE: For 1998 the taxable is 31.5¢]

- (j) When travel is authorized, reimbursement will be allowed only for actual travel costs, bridge tolls, parking, lodging, meals (not to exceed: breakfast - \$10.00, lunch - \$15.00, and dinner - \$25.00, including tips), and registration fees. Meal reimbursement shall be only for the actual expenditure by the officer or employee not to exceed the amounts specified. Any actual expenditure in excess of \$5.00 for breakfast, \$8.00 for lunch, and \$15.00 for dinner must be accompanied by a receipt. (Reference: Resolutions 79-265; 81-317; 87-334, 8-25-87.)

- (k) An exception to item (j) is permitted when a convention is meeting at a particular facility where an official luncheon or official banquet meal exceeds the above limits. In these exceptional cases, the actual amounts may be reimbursed providing a receipt covering the expenditure accompanies the claim. Other exceptions to item (j) may be permitted for special circumstances when approved in advance by the County Executive or Board of Supervisors.

February, 1983

Sec. 2.25 (Continued)

- (l) County credit cards will be issued by the Auditor for travel expenses upon presentation of supporting evidence (i.e., an approved Travel Request, etc.). (Reference: Resolution 91-354, 11-5-91.)
- (m) It shall be the responsibility of the department head to justify any travel request for other than the least expensive mode of transportation. For example, if in the determination of the County Executive it would be less costly to travel by air than by either County or private vehicle, the County Executive may approve a travel request only up to the amount necessary if that employee had travelled by air. (Reference: Resolution 81-110, 3-10-81.)
- (n) Where private aircraft are authorized for use on official out-of-County travel, the reimbursement rates will be as follows:
 - (1) Privately Owned Aircraft. Reimbursement will be allowed for the actual cost of fuel, supported by receipts as required in Section 2.15, and maintenance costs established at one dollar (\$1.00) for each gallon of fuel consumed.
 - (2) Rental Aircraft - Club and/or Non-club. Reimbursement will be allowed for the actual cost of the aircraft rental on a cost per hour basis not to exceed thirty-six dollars (\$36.00) per hour for two seat aircraft, e.g. Cessna 152; or fifty dollars (\$50.00) per hour for four seat aircraft, e.g. Cessna 172. Any amounts above these rates must be authorized by the County Executive Officer prior to the signing of the rental agreement. Reimbursement will be allowed for the actual cost of fuel unless provided within the per hour rental rate. (Reference: Resolution 83-28, 1-18-83.)

February, 1991

Sec. 2.30 TRAVEL WITHIN COUNTY

- (a) Official travel within the County requires prior approval by Travel Request if it is overnight and lodging is required, except as otherwise noted in Section 2.31. (Reference: Resolution 83-28, 1-18-83.)
- (b) Officers and employees may claim reimbursement for meals only when traveling on official business more than thirty (30) miles from their office and:
 - (1) As to breakfast, such journey must be commenced prior to 7:00 A.M., or
 - (2) As to the evening meal, their official duties detain them to an hour such that they would not normally reach home by 7:00 P.M., or the official duties required in the evening are such that such journey must be commenced from home prior to 6:00 P.M. (Reference: Resolution 83-28, 1-18-83.)
- (c) Claims for lodging overnight are authorized only if:
 - (1) The trip is on official business and is more than 75 miles from home; and
 - (2) Employees' travel time must necessarily begin before 6:30 A.M., or their duties detain them to an hour such that they would not normally reach home by 10:00 P.M., or their duties require that they remain at such location the following day. (Reference: Resolution 83-28, 1-18-83.)
- (d) Amounts authorized for reimbursement are those set forth in Section 2.25 (i), except that Constables and employees of the Marshal's office shall be reimbursed for private vehicle mileage at the rate of twenty-eight cents (28) per mile; and Section 2.25(j), except as otherwise provided in Section 2.31. (Reference: Resolutions 69-329; 71-344; 73-434; 74-169; 77-39; 80-348; 80-493; 82-385; 83-28. NOTE: Section 2.30 (d) was repealed by Resolution 87-334, 8-25-87.)

August, 1987

Sec. 2.30 (Continued)

- (e) No mileage is to be paid for trips between an employee's or officer's home and office on days County offices are normally closed except by express authorization of the Board of Supervisors. Nothing herein is to be deemed to authorize mileage for the normal round-trip commute during usual County business days.
- (f) Meal reimbursement shall be allowed for midday meals for officers and employees attending a regularly called meeting of a County commission, when the presence of such officer or employee is required at such commission meeting both before and after the midday meal and such commission breaks for the midday meal more than fifteen (15) minutes later than the time that such officer or employee normally breaks for his midday meal, or such commission resumes its meeting sooner than the time that such officer or employee normally completes his midday meal break. (Reference: Resolution 78-234, 5-28-78.)
- (g) Where private aircraft are authorized for use on official travel within the County, the reimbursement rate shall be that set forth in Section 2.25(n). (Reference: Resolution 83-28, 1-18-83.)

February, 1983

Sec. 2.31

ADMINISTRATIVE RULES
CHAPTER 2: EMPLOYEE CLAIMS

Sec. 2.32(a)

Sec. 2.31

TRAVEL WITHIN COUNTY: TEMPORARY ASSIGNMENTS. The following rules shall be applicable to road crews, snow removal crews, subdivision inspectors, or other personnel assigned to work temporarily for more than two working days in an area of Placer County more than fifty miles from their customary work location. (Reference: Resolution 83-28, 1-18-83.)

- (a) Such temporary assignment shall be at the express authorization of the employee's department head but need not require prior approval by Travel Request if it is less than ten working days. (Reference: Resolution 83-28, 1-18-83.)
- (b) Each employee so assigned by his or her department head shall be entitled to receive up to \$35.00 per day, which shall cover all expenses of lodging, meals, or any other expenditure by the employee provided that such employee complies with the requirements of subsection (c). (Reference: Resolution 77-437; 81-498, 11-24-81.)
- (c) Each such employee shall submit his or her claim in writing to the County Auditor weekly, itemizing his or her lodging, meals, and other job-connected expenditures. He or she shall attach to such claim receipts for lodging costs but need not submit supporting meal receipts.
- (d) The claims specified by subsection (c) shall bear the endorsed approval of his or her department head, but need not be endorsed by the County Executive. (Reference: Resolution 68-344, 8-6-68.)

Sec. 2.32

OTHER MEAL REIMBURSEMENTS. For situations not included within the scope of Sections 2.25, 2.30, 2.31, 2.40, and 2.50, meal reimbursements in the amounts set forth in Sec. 2.25 (j) shall be allowed for the following officers and employees:

- (a) Those authorized to work at night beyond normal working hours when it would be an inconvenience or imposition for such employees to go home for dinner and then return to work.

February, 1983

Sec. 2.32 (Continued)

- (b) Those authorized to work beyond normal working hours for more than two hours past the end of their normal shift.
- (c) Fire and law enforcement personnel may claim reimbursement for meals if incurred in a situation where extraordinary circumstances prevent them from taking meals at home. (Reference: Resolution 81-111, 3-10-81.)

Sec. 2.35 **UNAUTHORIZED ITEMS.** No claim shall be paid for any expenditure not related to the official duties of the claimant.

Sec. 2.40 **EXPENDITURES ON BEHALF OF DEPARTMENT HEADS, CHIEF ASSISTANT AND NON-COUNTY PERSONNEL.** In addition to any other authorization for meal and lodging reimbursement, expenditures for meals and lodging on behalf of a department head, chief assistant and non-County personnel shall be reimbursable if:

- (a) They are made by a department head or his or her chief assistant; and
- (b) Business directly affecting the County is discussed during such meeting, or such person's presence is requested by the Board of Supervisors; and
- (c) The schedules of the department head or his or her chief assistant and the non-County personnel are such that the meal hour must be used for such meeting; and
- (d) With respect to lodging reimbursement for non-County personnel, prior approval has been granted by the County Executive Office. (Reference: Resolution 84-289, 7-17-84.)

The amount authorized for payment on behalf of such person, including the County personnel, is that set forth in Section 2.25(j), except if that person's presence was requested by the Board of Supervisors he or she shall be entitled to make any claim authorized by law for a County Supervisor. (Reference: Resolution 69-33, 1-28-69.)

July, 1984

ADMINISTRATIVE RULES
CHAPTER 2: EMPLOYEE CLAIMS

- Sec. 2.45** **TRAVEL EXPENSE REIMBURSEMENT: DEPARTMENT HEADS.** Notwithstanding other provisions of this chapter, department heads who do not have permanent overnight assignment of a county vehicle, shall receive \$875 for that portion of calendar year 1990 from October 15, 1990, to December 31, 1990, and \$4,200 per calendar year thereafter as reimbursement for all private vehicle mileage on official county business, unless they elect not to receive such flat rate reimbursement. For members of the Board of Supervisors who do not have a permanent overnight assignment of a county vehicle, the reimbursement shall be \$525 from November 15, 1990, to December 31, 1990, and \$4,200 per calendar year thereafter. (Reference: Resolutions 83-256; 85-434; 87-334; 89-362, 90-360, 9-4-90.)
- (a) Such officials electing to receive the flat rate reimbursement may, in addition, receive mileage reimbursement at the rate specified in Section 2.25(i) for mileage driven:
 - (1) Outside the boundaries of Placer County; and
 - (2) Within the county east of Baxter.
 - (b) The flat rate reimbursement shall be payable no later than the tenth day of each calendar month for mileage expenses incurred the previous calendar month.
 - (c) The flat rate reimbursement shall not be payable to elected officials electing to receive additional hours of administrative leave per Section 14.450(d) of the Placer County Code. (Reference: Resolutions 87-334; 89-362; 90-360, 9-4-90.)
 - (d) Officials electing to receive the flat rate reimbursement under this Section shall notify the Personnel Director in writing, and file an annual claim with the Auditor-Controller, not later than February 1 of each year. (Reference: Resolution 85-434, 12-10-85.)
 - (e) For officials whose employment begins or ends during a calendar year, there shall be a pro rata reduction in the flat rate reimbursement. (Reference: Resolutions 85-434; 87-334, 8-25-87.)
 - (f) Officials electing to receive the flat rate reimbursement shall not use county vehicles on official county business except as required in extraordinary circumstances.

September, 1990

Sec. 2.50

ADMINISTRATIVE RULES
CHAPTER 2: EMPLOYEE CLAIMS

Sec. 2.50

Sec. 2.50 **CLAIMS BY COUNTY SUPERVISORS.** Each Supervisor shall receive his or her reasonable expenses, including expenses for meals incurred when attending meetings of the Board and on County business, both within and without the County.

Each Supervisor, in addition to his or her other expenses, shall receive thirty cents (\$.30) per mile in traveling to and from his or her residence to the place of meeting of the Board at the County seat, and when traveling within and without the County on County business. (Reference: Former Gov. Code Sec. 28132; Resolutions 69-33; 74-78; 77-39; 78-67; 87-334, 8-25-87.)

August, 1987

ADMINISTRATIVE RULES
CHAPTER 3: TRANSPORTATION OF EMPLOYEES
ON OFFICIAL COUNTY BUSINESS

CHAPTER CONTENTS

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- 3.1 Policy
- 3.2 Generally
- 3.3 County Vehicles
- 3.4 Use of Private Vehicles on County Business
- 3.5 Use of Private Aircraft on County Business

October, 1980

Sec. 3.1

ADMINISTRATIVE RULES

Sec. 3.2

CHAPTER 3: TRANSPORTATION OF EMPLOYEES
ON OFFICIAL COUNTY BUSINESS*

Sec. 3.1

POLICY. It is the intention of the Board of Supervisors to insure that safe and adequate transportation is available for all County officials and employees to accomplish the objectives of their department.

Sec. 3.2

GENERALLY.

- (a) County vehicles provided, including leased vehicles, shall be used only for official County business. County vehicles shall not be used for personal reasons. All County or privately owned vehicles being operated during the conduct of County business shall be operated in a manner consistent with all safety and legal requirements of the County, State or jurisdiction in which they are located. Permanent overnight assignment of County vehicles, including leased vehicles, shall be authorized only upon recommendation of the Director of Public Works and approved by the County Executive Office, and the Director of Public Works shall maintain a list of all such permanently assigned vehicles. Temporary overnight use of County vehicles shall be allowed only upon authorization by the department head and the Director of Public Works. (Reference: Placer County Code, Chapter 2, Sec. 2.600 et seq.)
- (b) All persons operating vehicles on County business must be insured. Departments shall have on file, in a form approved by County Counsel, a record of current status of automobile insurance for each employee using his or her private vehicle or any County vehicle on County business. Files should be maintained so that when an insurance policy lapses, it can be noted by the department, and renewal of the policy noted. Departments shall provide County Counsel with a current list of all authorized drivers. (Reference: Resolution 85-9; 1-8-85.)

*Resolution 80-493, 10-14-80, was adopting resolution.

January, 1985

Sec. 3.3

ADMINISTRATIVE RULES

Sec. 3.4(a)

CHAPTER 3: TRANSPORTATION OF EMPLOYEES
ON OFFICIAL COUNTY BUSINESS

Sec. 3.3

COUNTY VEHICLES. The following rules are applicable to the operation of County vehicles on County business:

- (a) County officers and department heads shall be responsible for the proper use of vehicles by departmental personnel.
- (b) No person shall operate a County vehicle who does not have issued to him/her, and in said person's possession, a valid California operator's or chauffeur's license, which shall be the department head's responsibility to confirm.
- (c) Each employee shall be responsible for proper use, care and operation of the County car which is assigned to him/her. Employees operating County cars shall operate such cars at a reasonable and safe speed and in a safe, courteous and legal manner.
- (d) Fines and penalties imposed by a court for a violation while on County business are the personal responsibility of the driver.
- (e) All persons operating County vehicles shall be County employees or such other persons acting on behalf of the County as the Board of Supervisors may designate.
- (f) Employees are prohibited from carrying in County vehicles passengers who are not a party to County business.

Sec. 3.4

USE OF PRIVATE VEHICLES ON COUNTY BUSINESS. The use of privately owned vehicles on official County business shall be allowed and encouraged when such use is determined to be in the best interest of the County. This shall not be construed, however, to apply to those situations in which the vehicle would be used on County business on a frequent or daily basis, nor shall use of a privately owned vehicle for official County business be mandatory unless specifically stated as a condition of employment. Prior to use of a private vehicle on County business, the following conditions must be met:

- (a) County officers and department heads shall be responsible for authorization and accountability relating to privately owned vehicle use on County business.

January, 1985

Sec. 3.4(b)

ADMINISTRATIVE RULES

Sec. 3.4(g)

CHAPTER 3: TRANSPORTATION OF EMPLOYEES
ON OFFICIAL COUNTY BUSINESS

Sec. 3.4 (Continued)

- (b) A valid California driver's license shall be in the driver's possession at all times
- (c) Vehicles shall be adequately insured.
 - (1) The liability insurance coverage on any private vehicle used on County business must conform to the requirements as set forth in the financial responsibility section (16020) of the California Vehicle Code (\$15,000/\$30,000 public liability and \$5,000 property damage).
 - (2) Said insurance shall be on file in the department in a form approved by County Counsel, pursuant to Section 3.2 (b) of these Rules. (Reference: Resolution 85-9; 1-8-85.)
- (d) The vehicle shall be in sound mechanical condition adequate for providing required transportation in a safe manner. If the department head or the Safety Coordinator has reason to believe a safety inspection is necessary, either may order an inspection at an appropriate facility to determine the safety of a private vehicle used on County business. (Reference: Resolution 85-9; 1-8-85.)
- (e) An employee who operates a private vehicle on County business in violation of the license or insurance requirements will immediately lose his/her authorization for such use.
- (f) The vehicle shall be a conventional four-wheel enclosed vehicle. Under no circumstances is a two-wheel or three-wheel privately owned vehicle to be used on County business.
- (g) The vehicle shall be equipped with seat belts.

January, 1985

Sec. 3.5(a)

ADMINISTRATIVE RULES

Sec. 3.5(d)

CHAPTER 3: TRANSPORTATION OF EMPLOYEES
ON OFFICIAL COUNTY BUSINESS

Sec. 3.5

USE OF PRIVATE AIRCRAFT ON COUNTY BUSINESS. Authorization for travel on official County business by way of private aircraft shall require prior approval from the County Executive as outlined in Section 2.25 of the Administrative Rules (i.e. Travel Request required), and Section 2.30 of the Administrative Rules. (Reference: Resolution 83-28, 1-18-83.)

The following conditions must be met before travel by private aircraft is authorized:

- (a) An employee-pilot must have a minimum of two-hundred and fifty (250) hours of flight time (equivalent to Federal Aviation Administration commercial pilot rating).
- (b) An employee-pilot must pass the Federal Aviation Administration (F.A.A.) flight proficiency test at County expense.
- (c) An employee-pilot who uses his or her own private aircraft shall provide to County Counsel a certificate of insurance evidencing a minimum of one million (\$1,000,000) dollars of General Liability coverage with the County as additional named insured. (Reference: Resolution 85-9; 1-8-85.)
- (d) An employee-pilot's name must appear on the approved pilots list maintained by the County Counsel. (Reference: Resolution 85-9; 1-8-85.)

January, 1985

ADMINISTRATIVE RULES
CHAPTER 4: COUNTY OFFICES

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- 4.1 County Office Hours
- 4.5 Employee Work Schedules: Policies
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- 4.7 Smoking Prohibited

November, 1979

Sec. 4.1

ADMINISTRATIVE RULES
CHAPTER 4: COUNTY OFFICES*

Sec. 4.5

Sec. 4.1

COUNTY OFFICE HOURS. In accordance with Section 2.1 of the County Code, all offices having two (2) or more clerical personnel shall remain open continuously from 8:00 A.M. to 5:00 P.M., including the lunch hour, and except as otherwise specifically provided in the County Code. It shall be the responsibility of the department head to determine which personnel shall remain at the office during the lunch hour.

The County Executive may exempt from this requirement any office having only two (2) clerical personnel, if he finds that a more efficient operation would result by permitting all personnel in such office to have a common lunch hour. (Reference: Resolution 70-457, 9-29-70.)

Sec. 4.5

EMPLOYEE WORK SCHEDULES: POLICIES. Departments may allow their employees to utilize a work schedule other than the usual 8:00 A.M. to 5:00 P.M. schedule so long as this does not conflict with Section 4.1 of this chapter and is in conformance with the following policies:

- (a) When utilizing an alternative work schedule, the definitions in Section 4.6 shall apply. There shall be as little variation as possible, in the interest of simplicity, consistency and efficiency.
- (b) After consideration of employee input, a department head may authorize alternative work schedules in addition to the usual 8-5 schedule. It is preferable, however, that only one type of work schedule, alternative or otherwise, be used in a work unit.
- (c) If an office wishes to deviate from the usual work schedule and employ an alternative, any such change must first be submitted to the County Executive Office for approval, before being implemented.

*Sections 4.5 and 4.6 adopted by Board of Supervisors 11-13-79.

April, 1981

Sec. 4.6

ADMINISTRATIVE RULES
CHAPTER 4: COUNTY OFFICES

Sec. 4.6(a)

Sec. 4.6

EMPLOYEE WORK SCHEDULES: DEFINITIONS. There are three basic alternatives to the usual, Monday through Friday, 8:00 A.M. to 5:00 P.M. work schedule. These are known as "9/80", "4/10", and flextime, and are defined as follows:

- (a) "9/80" - Employees will work eight 9-hour days and one 8-hour day every two weeks, and have every other Friday off; however, when a holiday falls within the two-week period, that holiday will constitute the employee's 8-hour day.

When more than one holiday falls within the two-week period, one hour of vacation time will be charged to the employee on the second holiday. When a holiday falls on a Friday normally scheduled to be off, eight hours of vacation credit are given to the employees.

Employees within a department or division participating in the 9/80 program should be scheduled so they are equally divided between the prescribed days off (i.e., either alternating Fridays or Mondays and Fridays). In no case should a majority of employees be off on any given day off.

Normal hours in a 9-hour day may vary from 7:15 A.M.-5:00 P.M. to 7:45 A.M.-5:30 P.M., with 45-minute lunches. However, departments should attempt to schedule all employees within an office on the 9/80 schedule to work the same hours whenever possible. The above hours may also change, depending on the utilization of a 30-minute or one-hour lunch period.

April, 1981

Sec. 4.6(b)

ADMINISTRATIVE RULES
CHAPTER 4: COUNTY OFFICE

Sec.4.7

Sec. 4.6 (Continued)

- (b) "4/10" - Employees will work four 10-hour days per week and have one day off per week. The suggested program should provide for days off to be rotating on a Friday-Wednesday- Monday basis, so that an employee will have a three-day weekend two out of every three weekends.

In a week in which a holiday falls, employees should revert to a normal 8-hour day, five days a week schedule.

Hours may vary from 7:00 A.M. - 5:30 P.M. or 6:00 P.M. with a half-hour or hour lunch. However, departments should attempt to schedule all employees within an office on the 4/10 schedule to work the same hours. Again, the above schedule may vary depending on the utilization of a 30-minute or one-hour lunch period.

- (c) Flextime -Employees may work anytime between 7:00 A.M. 6:00 P.M. with either a half-hour or an hour off for lunch. Core hours during which an employee must be in the office are 9:00 A.M. to 3:30 P.M. unless special circumstances prevent this. Normally, employees on flextime will work five 8-hour days per week. However, it is recognized that there may be special circumstances where an employee may have to work more than eight hours in one day; in such instances, the employee will work less than eight hours on another day within the week.

Sec. 4.7

SMOKING PROHIBITED. Effective July 1, 1988, County Ordinance No. 3899-B prohibits smoking by employees and the public throughout County facilities except in designated smoking areas, as approved by the Board of Supervisors. Smoking will not be permitted in any work areas including private offices, restrooms, conference rooms, meeting rooms or chambers, lobbies, etc. Smoking will be prohibited in County automobiles when occupied by two or more persons and where one person objects to another smoking. Smoking will only be permitted in employee break areas if specifically so designated. In addition, to achieve continuity throughout all County facilities smokers as well as non smokers need to know in what areas smoking is prohibited and in what areas smoking is permitted. The following is a list of designated smoking areas:

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ADMINISTRATIVE RULES
CHAPTER 4: COUNTY OFFICES

Auburn:

- (a) Dewitt Buildings-Includes buildings with central corridors divided from office and workspaces with fixed walls and not tied into existing heating, ventilating and air conditioning.
 - (1) Corridor between buildings 1 and 8.
 - (2) Corridor between Buildings 16 and 17.
 - (3) Corridor between Buildings 103 and 104.
 - (3) Loading dock between Buildings 107 and 108.
 - (4) Corridor between Buildings 111 and 112.
 - (5) Corridor between Buildings 116 and 117.
 - (6) Corridor between Buildings 202 and 203.
 - (7) Corridor between Buildings 211 and 212.
 - (8) Corridor between buildings 214 and 215.
 - (9) Corridor between Buildings 216 and 217.
 - (10) Corridor between Buildings 304 and 305.
 - (11) Corridor between buildings 321 and 322.
- (b) Veteran's Office (Building 27) - Schedule breaks at rear area kitchen breakroom. Public smoking area at front exterior porch of building.
- (c) Mental Health START Unit (Building 111B) - No smoking in building by staff. Patient smoking: Locked side - open area only; unlocked side - waiting area or patio.
- (d) Family Support (Building 116A) - Schedule breaks at the breakroom. The accounting division may use the corridor between 116 and 117.
- (e) Dewitt Buildings and Grounds Shop (Building 210) - No smoking in the building.

January, 1990

Sec. 4.7

ADMINISTRATIVE RULES
CHAPTER 4: COUNTY OFFICE

Sec. 4.7

Sec. 4.7 (Continued)

- (f) Communications Shop (Building 210) - No smoking in the building.
- (g) Probation (Building 214A and 215A) - Currently has two breakrooms. Designated smoking in small breakroom at the front of 215A.
- (h) Juvenile Center (Building 217A) -Staff smoking in the corridor between Buildings 215 and 216. No smoking by juveniles in the building.
- (i) Agriculture and Farm Advisor (Building 306) - Designate smoking in the corridor between Buildings 306 and 307.
- (j) Sheriff's Search & Rescue (Building 417) - No smoking
- (k) Dewitt Mini-Bus Office (Building 419) - No smoking in the building.
- (l) Dewitt Sign Shop, Tree Crew and Road Crew (Building 420)-No smoking in the building.
- (m) Dewitt Maintenance Garage-No smoking in offices or breakroom. Designated smoking area at end of far bays.
- (n) All other Dewitt garage areas-No smoking in buildings.
- (o) Animal Control-Smoking allowed in kennel area.
- (p) Main Jail Facility-No smoking by staff or public in the building. inmate smoking allowed in cells, dayroom or exercise yard only. Trustee smoking in trustee rooms only.

All Other Auburn Buildings:

- (q) Administrative Center (Domes)-No smoking in the Domes.
- (r) Finance Building- No smoking in the building.
- (s) Main Library -No smoking in Library. Smoking outside at the rear staff entrance for staff.
- (t) Juvenile Hall-No smoking in the building by staff or juveniles.
- (u) All Museums-No smoking in the buildings for the staff or public.

January, 1990

Sec. 4.7

ADMINISTRATIVE RULES
CHAPTER 4: COUNTY OFFICE

Sec. 4.7

Sec. 4.7 (Continued)

Roseville:

- (a) Roseville Mental Health-No smoking in the building
- (b) Roseville Welfare-No smoking in the building.
- (c) Roseville Courts-No smoking in the buildings except in the holding cells where fans are provided.
- (d) Roseville District Attorney (New leased space)-Smoking in the public corridor assuming that this is acceptable by the other tenants.
- (e) Roseville Corporation Yard-No smoking in the buildings.

Tahoe:

- (a) Tahoe Branch Library -No smoking in the building.
- (b) Tahoe Sheriff's Substation-No smoking in any work areas other than the investigation room. Smoking areas are the corridor outside of dispatch and the Jail hallway.
- (c) Tahoe Court -No smoking in the Court section of the building.
- (d) Tahoe District Attorney-Smoking area in the corridor near the restrooms.
- (e) Tahoe Building Department/Public Works/Environmental Health/Planning/Assessor (2501 North Lake Blvd.)-Scheduled smoking breaks in breakroom.
- (f) Tahoe Animal Control-No smoking in the offices. Smoking allowed only in the kennel area.
- (g) Tahoe Welfare/Family Support-No smoking in the building.
- (h) Tahoe Public Health-No smoking in the building.
- (i) Tahoe Mental Health-Scheduled breaks in the breakroom. No smoking by the public.

January, 1990

ADMINISTRATIVE RULES
CHAPTER 4: COUNTY OFFICE

Sec. 4.7 (Continued)

Tahoe: (Continued)

- (j) Tahoe Communications Shop-No smoking in the building.
- (k) Northstar Fire Station-No smoking on second and third levels of the building.
- (l) Northstar Corporation Yard - No smoking in offices. Designated smoking at end of the far bay.
- (m) TART-No smoking in offices. Scheduled smoking breaks in the kitchen. No smoking during lunch breaks.

All Other Outlying Areas:

- (a) All Branch Libraries - No smoking in the building for staff or public.
- (b) Welfare GAIN (Penryn) - No smoking in the building.
- (c) Loomis Municipal court - Smoking at scheduled breaks in the small breakroom. No public smoking in the building.
- (d) Lincoln Municipal Court - Smoking in the back room. Provide bell on front door to alert staff of someone entering the facility. No public smoking in the building.
- (e) Foresthill Municipal Court - No smoking in the building.
- (f) Colfax Municipal Court - No smoking in the building.
- (g) Outlying Road District Corporation Yards - No smoking in the buildings.

January, 1990

ADMINISTRATIVE RULES
CHAPTER 5: LEGAL ADVERTISING

CHAPTER CONTENTS

Section:

- 5.1 Generally
- 5.2 Preparation of Newspaper List
- 5.5 Procedure for Publication
- 5.15 Selection of Newspaper
- 5.25 Sending Ad to Newspaper
- 5.30 Review of Billing by Initiating Department
- 5.35 Payment of Billing
- 5.40 Publication Standards

May, 1997

Sec. 5.1

ADMINISTRATIVE RULES

Sec. 5.5

CHAPTER 5: LEGAL ADVERTISING *

Sec. 5.1

GENERALLY. These rules shall be applicable to all legal advertising by any County department or officer, paid for by the County.

Sec. 5.2

PREPARATION OF NEWSPAPER LIST. It shall be the responsibility of the County Purchasing Agent to prepare a list of newspapers of general circulation within the County and to establish a system for the placement of such legal advertising. In establishing the system and placement of advertising thereunder, the Purchasing Agent shall consider:

- (a) The cost of such advertising;
- (b) The placement which will give the greatest exposure to those parties affected by the content of such advertisement; and
- (c) The ability to publish within the prescribed time limits applicable to such advertisement.

Sec. 5.5

PROCEDURE FOR PUBLICATION. Whenever legal advertising is to be published within any newspaper of general circulation, the following procedure shall be used:

- (a) A copy of the proposed advertisement shall be prepared by the applicable department. The applicable department should consult with County Counsel if there is uncertainty regarding the content of the legal advertising. It shall conform to the following standards:
 - (1) It shall contain only legally required data and exclude unnecessary information, stating, if appropriate, that further information may be secured at a specified location.
 - (2) Text material shall be neatly blocked. Charts and tables shall be prepared in such a manner as to avoid unnecessary dead space. Maps shall be closely cropped to show only those areas essential to the text and for orientation purposes.

- * Resolution 71-1, 1-5-71 was adopting resolution. Resolution 97-135, 6-3-97 was amending resolution.

Sec. 5.15

ADMINISTRATIVE RULES
CHAPTER 5: LEGAL ADVERTISING

Sec. 5.25

Sec. 5.15 **SELECTION OF NEWSPAPER.**

- (a) The initiating department shall select the newspaper in which such advertisement is to be published from the list established pursuant to Section 5.2 of this chapter, except as provided in (b).
- (b) If the advertisement is required by law to be published in a newspaper published within a particular geographical area, the initiating department shall select newspapers which fulfill this requirement.

Sec. 5.25 **SENDING AD TO NEWSPAPER.** After determination of the applicable newspaper as provided in Section 5.15 above, the initiating department shall:

- (a) Send one (1) copy of such advertisement to such newspaper with a legal advertising insertion order specifying:
 - (1) The exact dates upon which such advertisement is to be published.
 - (2) Instructions as to the number of columns to be used for photo offset reproductions of maps, drawings or other similar exhibits. The number of columns shall be the minimum number required to make such material legible on newsprint.
 - (3) Reference to Section 5.40 of this chapter (establishing standards for publication of legal notices) and stating that payment will be based on such newspaper's theretofore established rate based on such standards as provided in such resolution.
 - (4) That the billing, together with an Affidavit of Publication therefore, should be sent directly to the initiating department.

April, 1981

Sec. 5.30

ADMINISTRATIVE RULES
CHAPTER 5: LEGAL ADVERTISING

Sec. 5.40

Sec. 5.30 **REVIEW OF BILLING BY INITIATING DEPARTMENT.** Upon receipt of such Affidavit of Publication and billing, the initiating department shall review the same to determine whether such billing is in accordance with Section 5.40 of this chapter. If such billing is incorrect, the initiating department shall immediately return such billing to the publisher with a request for correction.

Sec. 5.35 **PAYMENT OF BILLING.** Upon receipt and verification of accurate billing the initiating department shall take such steps as are appropriate to pay such billing.

Sec. 5.40 **PUBLICATION STANDARDS.**

- (a) The rates for general Legal Notices shall be based upon the following standards:
 - (1) Type size: 6-point (nonpareil)
 - (2) Column width: 9 picas (approximately 1-1/2" total width)
 - (3) Line spacing: Solid, twelve (12) lines per inch.
 - (4) Type style: Times Roman or equivalent.
 - (5) Except for titles, captions, paragraph indentation, endings, and copy necessitating line-for-line reproductions or tabulation, all type shall be set right and left margins justified, or the column width shall be computed using the shortest line.
- (b) Photo reproduction of maps, drawings or other similar elements shall be based upon column space charged at the same rate as text, with no additional charge for enlargement or reduction of the material.

ADMINISTRATIVE RULES
CHAPTER 6: AGRICULTURE AGREEMENTS

CHAPTER CONTENTS

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- 6.1 Generally
- 6.15 Filing Fee
- 6.25 Data to Accompany Application
- 6.30 Distribution of Application
- 6.35 Setting Hearing Before Agricultural Commission
- 6.40 Pre-Hearing Investigation
- 6.45 Hearing; Report
- 6.50 Distribution of Report
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- 6.65 Distribution of Recommendation
- 6.70 Filing Papers with Board of Supervisors
- 6.75 Hearing by Supervisors

6.80 Completion of Proceedings

6.85 Policies Governing Agreements and Contracts

6.90 Compatible Uses

May, 1988

Sec. 6.1

ADMINISTRATIVE RULES

Sec. 6.25(c)

CHAPTER 6: AGRICULTURAL AGREEMENTS*

Sec. 6.1

GENERALLY. These rules and regulations are adopted to implement the provisions of the California Land Conservation Act of 1965, contained in Government Code Section 51200 et seq. They specify general rules of procedure to be used in the making and processing of applications. They also contain general statements of policy as to when Agricultural Agreements will be approved.

Sec. 6.15

FILING FEES.

- (a) Each applicant, at the time the required documents are submitted for filing to the Planning Department, shall pay a non-refundable fee of \$540.00. The amount of said fee shall be adjusted on July 1 of each year in accordance with the provisions of County Ordinance 2826-B. (Reference: Ordinance 2197-B; 2826-B, 8-19-80; Resolution 82-170; 83-131; 84-219, 6-12-84.)
- (b) Division of Agreements. Each application for the division of an agricultural preserve shall be accompanied by a non-refundable fee of \$540.00, plus an additional \$130.00 for each resulting parcel. (Dividing a preserve costs \$540 + 130; dividing into 3 parts cost \$540 + \$260, etc.) The amount of said fee shall be adjusted on July 1 of each year in accordance with the provisions of County Ordinance 2826-B. (Reference: Resolution 83-131; 84-219, 6-12-84.)

Sec. 6.25

DATA TO ACCOMPANY APPLICATION. Data to accompany the application shall include the following:

- (a) The name, address, and telephone number of the applicant and each owner.

- (b) A complete legal description of the property proposed to be included within the preserve. The applicant shall furnish a photocopy of his deed for each parcel of land to be included within the preserve. If more than one parcel of land is described within the deed, he shall note the particular parcels to be included. If the deeds are numerous and complex, or if the deed does not accurately describe the property, the applicant may be required to submit a complete legal description prepared by a title company, licensed surveyor, or other legally qualified individual.
- (c) The Assessor's Parcel Number for each parcel of land proposed to be included within the preserve.

*Resolution 68-52, 1-30-68, was adopting resolution.

August, 1984

CHAPTER 6: AGRICULTURAL AGREEMENTS

Sec. 6.25 (Continued)

- (d) The source of water supply supporting the agricultural uses.
- (e) The number of acres for each agricultural use; the number of acres and uses proposed for coverage by the Agreement or Contract; and the total contiguous acreage held by applicant.
- (f) A general soil description.
- (g) The number of agricultural units produced for each agricultural use for each of the preceding five (5) years. A five (5) year average may be used. The Agricultural Commission may require figures for a longer time span if appropriate to a given crop (for example, timber crops).
- (h) The number of agricultural units which the applicant projects for each existing agricultural use for each of the next five (5) years. A five (5) year average may be used. The Agricultural Commission may require figures for a longer time span if appropriate to a given crop.
- (i) As to agricultural uses proposed for the property but not yet begun, the applicant shall:
 - (1) Submit a time-table for proposed development.
 - (2) Submit a statement of estimated agricultural units from each proposed use for each of the next five (5) years. A five (5) year average may be used. The Agricultural Commission may require figures for a longer time span if appropriate to a given crop.

Sec. 6.30

DISTRIBUTION OF APPLICATION. Upon receipt of a properly completed application, the Planning Department shall transmit copies of the application to the Agricultural Commission, Farm Advisor and County Assessor.

Sec. 6.35

SETTING HEARING BEFORE AGRICULTURAL COMMISSION. The Agricultural Commission, upon receipt of the application, shall schedule a hearing on the application not less than fifteen (15) nor more than sixty (60) days from receipt of such documents. Notice of such hearing date shall then be given to applicant, Planning Department, Farm Advisor, and Assessor.

April, 1983

Sec. 6.40

ADMINISTRATIVE RULES

Sec. 6.60

CHAPTER 6: AGRICULTURAL AGREEMENTS

Sec. 6.40

PRE-HEARING INVESTIGATION. Upon receipt of notice of hearing, the Planning Department, Agricultural Commissioner, and Assessor shall make a complete investigation of the application and submit written comments to the Agricultural Commission. In addition, the Assessor shall submit the present appraised value and a general statement of the effect which an Agricultural Agreement or Contract may have on the applicant's property.

Sec. 6.45

HEARING; REPORT. At the Agricultural Commission hearing, the Commission shall review the application and a Planning Department map and consider all written comments received and all oral testimony and statements made at the hearing. The hearing may be continued from time to time for a period not to exceed ninety (90) days. At the conclusion of the hearing, the Agricultural Commission shall prepare a report on a form approved by the Board of Supervisors. (Reference: Resolution 68-52, 1-30-68; Revised by Minute Order 2-25-69.)

Sec. 6.50

DISTRIBUTION OF REPORT. Copies of the report, Agricultural Commission minutes covering the application, and written comments by the County offices shall be sent to the applicant, Planning Department, Planning Commission, Farm Advisor, and County Assessor. If denial has been recommended, a copy shall also be sent to the Board of Supervisors.

Sec. 6.55

SETTING HEARING BEFORE PLANNING COMMISSION. The Planning Commission, upon receipt of the information specified by Section 6.50, shall schedule a hearing on the application at the earliest available date if the Agricultural Commission has recommended approval. Notice of such hearing date shall then be given to the applicant, Agricultural Commission (8), Farm Advisor, County Assessor, County Counsel, and, if near a City, the nearest City. If the Agricultural Commission has recommended denial, no further action is required by the Planning Commission unless the Board of Supervisors so directs. Public notice shall also be given in the manner specified by Government Code Section 51201.

Sec. 6.60

HEARING; RECOMMENDATION. At the Planning Commission hearing, the Commission shall review the application and map, Agricultural Commission report, written comments by County offices, Agricultural Commission minutes, and all oral testimony and

statements made at the hearing. The hearing may be continued from time to time for a period not to exceed sixty (60) days. At the conclusion of the hearing, the Planning Commission shall make a recommendation whether an Agricultural Preserve shall be created and, if so recommended, the size and location thereof.

April, 1983

Sec. 6.65

ADMINISTRATIVE RULES

Sec. 6.80

CHAPTER 6: AGRICULTURAL AGREEMENTS

Sec. 6.65

DISTRIBUTION OF RECOMMENDATION. Copies of the recommendation and Planning Commission minutes covering the application shall be sent to the applicant, Farm Advisor, Agricultural Commissioner and County Assessor. If located near a City, notice shall be sent to the City.

Sec. 6.70

FILING PAPERS WITH BOARD OF SUPERVISORS. The Planning Commission, upon completion of hearings, shall file with the Board of Supervisors the following documents:

- (a) Application
- (b) Map
- (c) Agricultural Commission Minutes
- (d) Agricultural Commission Report
- (e) Written comments by County Offices
- (f) Assessor's Report
- (g) Planning Commission Minutes
- (h) Planning Commission Report

Sec. 6.75

HEARING BY SUPERVISORS. The Clerk of the Board of Supervisors, upon receipt of the information specified by Section 6.70, shall schedule a hearing on the application at the earliest available date. Notice of the hearing shall be given to the applicant, Farm Advisor, Agricultural Commission (8), Planning Department, Planning Commission, County Assessor, County Counsel, and, if near a City, the nearest City. Notice shall also be given in the

manner specified by Government Code Section 51201(d) et seq. At the hearing, the Board of Supervisors shall consider all relevant evidence. The hearing may be continued from time to time for a period not to exceed sixty (60) days. At the conclusion of the hearing, the Board shall determine whether an Agricultural Agreement or Contract is to be made with the applicant. If an Agreement or Contract is approved, the matter shall be referred to the County Counsel for the preparation of required legal documents.

Sec. 6.80

COMPLETION OF PROCEEDINGS. Upon completion of preparation of required legal documents, the Agreement or Contract shall be signed by the applicant and Chairman of the Board of Supervisors. It shall then be filed and recorded as required by Gov. Code Section 51255, and copies of the recorded document sent to the County Assessor and applicant.

April, 1981

CHAPTER 6: AGRICULTURAL AGREEMENTS

POLICIES GOVERNING AGREEMENTS AND CONTRACTS.

- (a) **Commercial Feasibility:** The following shall serve as a flexible guide to the Agricultural Commission to be used in determining whether an applicant's operation is capable of being operated as a self-sustaining operation and feasible so as to justify the making of an Agreement:
- (1) The productivity of the land shall not be less than \$4,500 gross income per year.
 - (2) There shall be a minimum acreage of 20 acres for agricultural uses, including Christmas tree plantations, and 80 acres for timber.
 - (3) For new operations, the applicant must have farmed at least one (1) year in Placer County or have substantial farming experience in other areas.
 - (4) Consideration must be given to the location of the preserve: If the property is in an area of extensive agricultural preserves or agricultural usage of the land, the minimum criteria may be waived.

Such guide may be modified or varied from time to time as the Agricultural Commission finds appropriate. (Reference: Resolution 74-672, 12-17-74.)

- (b) **Uses Proposed But Not Commenced:** As a general rule, land not devoted to active production of plant and animal products for commercial purposes shall not be included within an Agreement. An exception may be made, however, if:
- (1) The unused acreage is basically unusable for such purposes, constitutes less than 10% of the land proposed for inclusion in the Agreement, and abuts land used for such purposes; or
 - (2) The applicant shows that such land has been in the past, and will be in the future, used for the purposes of crop production.

April, 1981

CHAPTER 6: AGRICULTURAL AGREEMENTS

Sec. 6.85 (Continued)

- (c) Size of Preserve: The preserve shall be of such minimum size, using the criteria set forth in (a) above, as will constitute a self-sustaining operation and feasible so as to justify the making of an Agreement.
- (d) Number of Ownerships Within a Preserve: A preserve may contain one or more ownerships.
- (e) Non-Agricultural Purposes: Agricultural Agreements and Contracts will not be used for the purpose of preserving open space or preserving the property for non-agricultural uses, unless and until the State Legislature specifically and clearly authorizes its use for such other purposes.

Sec. 6.90

COMPATIBLE USES. The following definition shall be included as a standard paragraph in all Agreements unless the Agricultural Commission shall recommend a different paragraph for a particular applicant:

Compatible Uses. As used in this Agreement the term "Compatible Uses" includes, but is not limited to, the following:

- (a) The cultivation of ground, including the preparation of soil; the planting or seeding and the raising and harvesting of trees, timber, fruits, vegetables, flowers, grains and other crops; the raising, feeding, managing and breeding of livestock, poultry, fish, birds, and other animals; greenhouses; the excavation of earth and the drilling of wells exclusively for agricultural and domestic uses; single family dwellings for persons who labor full time on such land, together with barns, corrals and other outbuildings and structures accessory to the foregoing; the sale on the premises of products produced thereon; the operation of private clubs for hunting and fishing; the packing, storing and processing of products grown on the land, together with accessory buildings and structures required therefor; and the commercial raising, feeding, managing, breeding and sale on the premises of fish.

April, 1981

Sec. 6.90(b)

ADMINISTRATIVE RULES

Sec. 6.90(c)

CHAPTER 6: AGRICULTURAL AGREEMENTS

Sec. 6.90 (Continued)

- (b) With a valid Land Development Permit issued under the County Zoning Law, stands and other facilities for the purpose of selling products produced on the land, together with accessory picnic facilities; noncommercial air-strips for the use of aircraft used for agricultural purposes, together with accessory buildings and structures required therefore; feed lots; oil wells; gas wells; mining; and seasonal housing for farm labor.
- (c) All determinations as to whether a use is a compatible use shall be made by the Board of Supervisors following recommendations by the Agricultural Commission and Planning Commission. (Reference: Resolution 77-487, 8-23-77.)

May, 1988

ADMINISTRATIVE RULES
CHAPTER 7: USE OF EMPLOYEES VS. INDEPENDENT CONTRACTORS
TO PERFORM SERVICES FOR THE COUNTY

CHAPTER CONTENTS

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August, 1984

Sec. 7.1

ADMINISTRATIVE RULES

Sec. 7.7

**CHAPTER 7: USE OF EMPLOYEES VS. INDEPENDENT CONTRACTORS
TO PERFORM SERVICES FOR THE COUNTY***

Sec. 7.1

GENERALLY. It is the intent of this chapter to provide guidance to county departments as to when they should hire county employees to perform services for the county, and when they may employ independent contractors to perform such services.

Sec. 7.4

DEFINITIONS. For purposes of this chapter, the following definitions of "employee" and "independent contractor" shall apply.

- (a) An employee is a person who is employed to render a service to his employer and in such service remains entirely under the employer's control and direction. Such control and direction shall mean the unqualified right to control and direct the method and mode of performing the service, including any and all details of the work to be performed.
- (b) An independent contractor is one who, in rendering services, exercises an independent employment or occupation and represents his employer only as to the results of his work, not as to the means whereby it is to be accomplished.

Sec. 7.7

USE OF EMPLOYEES. Whenever the nature of the services required by a department to be performed are such that the employing authority will retain complete control and direction over their performance, as defined in Section 7.4(a), the department shall, with limited exception, hire county employees. If the services to be performed are of a limited duration, the department may employ extra help or limited term positions.

* Resolution 84-3, 8-7-84, was adopting resolution. Previous Chapter 7, relating to Professional Services Selection Procedure, was repealed by Resolution 84-300, 7-31-84

August, 1984

Sec. 7.10

ADMINISTRATIVE RULES

Sec.7.19

CHAPTER 7: USE OF EMPLOYEES VS. INDEPENDENT CONTRACTORS
TO PERFORM SERVICES FOR THE COUNTY

Sec. 7.10

EXCEPTIONS TO USE OF EMPLOYEES. When, under the provisions of Section 7.7, a department ordinarily would be required to hire an employee, it may contract for the services of an employee for a limited duration if the following conditions apply:

- (a) The services to be performed are of a specialized nature requiring professional expertise; and
- (b) The services to be performed are required immediately; and
- (c) An eligible list for the position in question does not currently exist; or
- (d) Classification specifications for the position in question do not exist.

Sec. 7.13

APPROVAL OF COUNTY EXECUTIVE OFFICE REQUIRED. No department shall use contract employees without prior approval of the County Executive Office.

Sec. 7.16

USE OF INDEPENDENT CONTRACTORS. Except in cases where departments are required by this chapter to use county employees, they may employ independent contractors to perform services for the county. Employment of such independent contractors is subject to all of the requirements of the Purchasing Policy Manual.

Sec. 7.19

APPROVAL OF COUNTY COUNSEL REQUIRED FOR CONTRACTS. All contracts, whether for employees or independent contractors, shall be reviewed and approved by County Counsel before receiving final approval for signature.

August, 1984

ADMINISTRATIVE RULES
CHAPTER 8: FIXED ASSETS

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August, 1980

Sec. 8.1

ADMINISTRATIVE RULES

Sec. 8.3

CHAPTER 8: FIXED ASSETS*

Sec. 8.1

DEFINITION. Effective July 1, 1997, a fixed asset is an item of equipment purchased for use by the County which has a value of \$2,500 or more, except for personal computers which shall remain at \$1,000, and having a useful life of three years or longer. (Reference: Resolution 88-100; 91-274; 97-145, 6/17/97.)

Sec. 8.2

INVENTORY. It shall be the responsibility of the County Auditor-Controller to maintain a current inventory of all fixed assets, except that the Director of Public Works shall maintain an inventory of all County-owned vehicles. (Reference: Placer County Code, Section 2.600.)

Sec. 8.3

VEHICLE PURCHASES. All vehicles purchased or leased by Placer County shall be the most fuel-efficient vehicles available. For general County use, this usually would mean sub-compact automobiles and pickup trucks. In such cases, all purchases shall be of vehicles within the top ten percent mileage ratings, as determined by the U.S. Environmental Protection Agency. (Reference: Resolution 81-101; 3-3-81.)

- (a) This requirement shall not totally preclude consideration of other factors in vehicle selection, such as reliability, needed carrying capacity, or other special circumstances. However, any such exception to the general policy shall be approved by the County Executive Officer, and such vehicle also should be selected from within the top ten percent of its particular E.P.A. rated group.
- (b) Variances from approved engine sizes as outlined above, along with the vehicle size variances, shall be approved by the County Executive Officer.
- (c) The following shall be the fuel economy guidelines for Placer County through 1985:

	NEW PURCHASES	FLEET
YEAR	MINIMUM STANDARD	AVERAGE
1980	17 MPG	12 MPG
1981	19	13
1982	21	14
1983	23	15
1984	25	16

1985 26

17

*Resolution 80-148, 8-26-80 was adopting resolution.

August, 1991

ADMINISTRATIVE RULES
CHAPTER 9: ACCOUNTS RECEIVABLE: BILLING AND
RELIEF FROM ACCOUNTABILITY

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August, 1979

Sec. 9.1

ADMINISTRATIVE RULES

Sec. 9.4

**CHAPTER 9: ACCOUNTS RECEIVABLE: BILLING
AND RELIEF FROM ACCOUNTABILITY***

Sec. 9.1

GENERALLY. The following procedures shall be used by all County departments in billing, or seeking relief from accountability, for any accounts receivable. It shall not be applicable to property taxes or special assessments collected on the tax roll.

Sec. 9.2

BILLING. The Department of Revenue and Reimbursement shall bill, control and collect all accounts receivable, excluding property taxes and special assessments collected on the tax roll, for County departments and Special Districts governed by the Board of Supervisors, where determined to be cost effective.

Sec. 9.3

TRANSFER OF ACCOUNTS: RELIEF FROM ACCOUNTABILITY. The transfer of any account from a County department to the Department of Revenue and Reimbursement shall be effected in a manner authorized by the Auditor-Controller, and shall constitute an official relief from accountability for the transferring department.

Sec. 9.4

COMPROMISE OF CLAIMS. Pursuant to Government Code Section 25257 et seq., the Director of Revenue and Reimbursement shall formulate, subject to approval by the Board of Supervisors, procedures for compromise, release from accountability, or abandonment of claims.

*

Resolution 79-389, 8-21-79, was adopting resolution. Note: This Chapter and Resolution 79-389 supersede former Chapter 3, relating to Bad Debts, and Resolution 70-171, 4-7-70, establishing that Chapter.

April, 1981

ADMINISTRATIVE RULES
CHAPTER 10: CHARGES FOR COUNTY VEHICLE USE
AND AUTOMOTIVE FUND SERVICES

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December, 1982

Sec. 10.1**ADMINISTRATIVE RULES****Sec. 10.4****CHAPTER 10: CHARGES FOR COUNTY VEHICLE USE
AND AUTOMOTIVE FUND SERVICES****Sec. 10.1**

GENERALLY. All cars owned and operated by the County shall be the responsibility of the Department of Public Works. (Placer County Code, Sub-Chapter 8, Section 2.600, Ordinance 481). The Automotive Fund was created to cover maintenance and replacement of such vehicles on a cost basis as such charges are made to all using departments.

Sec. 10.2

CHARGES FOR ASSIGNED COUNTY VEHICLES. County vehicles assigned on a permanent basis from the Automotive Fund to specific departments, will be charged monthly to the using department at a rate per mile and a monthly fixed rate, with rates varying according to vehicle classification. Effective July 1, 1991, the rates will be as follows:

VEHICLE CLASSIFICATION	MILEAGE RATE	MONTHLY RATE
Compact	19.49 cents	\$308.00
Compact Pickup	17.61 cents	\$279.00
Full-size Pickup	21.75 cents	\$338.00
Sheriff 4x4 & Wagon	33.73 cents	\$652.00
Sheriff Patrol	29.37 cents	\$812.00
Sheriff Unmarked	19.19 cents	\$375.00
Standard 4x4	27.00 cents	\$354.00
Sub-Compact	17.24 cents	\$291.00
Other	32.16 cents	\$208.00

(Reference: Resolution 82-171; 91-34, 2-5-91.)

Sec. 10.3

CHARGES FOR POOL VEHICLES. Vehicles used on a temporary basis from the Automotive Pool will be charged to the using department at the following rates:

VEHICLE CLASSIFICATION	MILEAGE RATE	DAILY RATE
Compact	19.49 cents	\$19.88
Compact Pickup	17.61 cents	\$19.15
Full-size Pickup	21.75 cents	\$20.94
Sheriff 4x4 & Wagon	33.73 cents	\$43.63
Sheriff Patrol	29.37 cents	\$54.28
Sheriff Unmarked	19.19 cents	\$25.11
Standard 4x4	27.00 cents	\$24.04
Sub-Compact	17.24 cents	\$19.91
Other	32.16 cents	\$14.00

(Reference: Resolution 82-171; 91-34, 2-5-91.)

CHARGES FOR NON-COUNTY OWNED VEHICLES. Service to vehicles leased by County departments or the office of Education will be charged to the entities involved at a rate of 32.16 cents per mile and \$14.00 per day or \$208.00 per month. (Reference: Resolution 82-171; 91-34, 2-5-91.)

Sec. 10.5

ADMINISTRATIVE RULES

Sec. 10.9

CHAPTER 10: CHARGES FOR COUNTY VEHICLE USE **AND AUTOMOTIVE FUND SERVICES**

CHARGES FOR INCIDENTAL AUTOMOTIVE FUND SERVICES. The Automotive Fleet Manager is authorized to provide incidental fuel and services to County departments for non-vehicle purposes. Services or material shall be signed for and charged directly to the receiving department on a cost basis.

CHARGES FOR REPLACEMENT OF UNREPAIRABLE VEHICLES.

- (a) When, prior to the regularly scheduled replacement of a vehicle, said vehicle is damaged in an accident and is determined by the Fleet Services Superintendent to be not repairable, the following charges will be made to different agencies in order to cover actual replacement costs for a new vehicle. (Reference: Resolution 82-362, II-2-82.)
- (1) A deductible charge of \$500.00 will be charged to the department which was assigned to use the vehicle being replaced.
 - (2) The actual amount accrued in the Automotive Working Capital Fund, based on mileage and monthly charges for the destroyed vehicle, will be charged to the Automotive Working Capital Fund.
 - (3) The Blue Book value of the vehicle and the actual replacement cost of any accessories destroyed with the vehicle will be charged to the General Liability Trust Fund.
 - (4) The balance remaining between the above charges and actual replacement costs will be charged to the assigned department. This additional charge to the department may be waived by the Board of Supervisors, depending on availability of funds within the responsible department.
 - (5) Any excess of charges as outlined in (1), (2) and (3) over the actual replacement costs of the vehicle shall be prorated among the contributing funds.

- (b) Reimbursements received from outside sources, i.e. other insurance companies, legal settlements, etc., will be returned to the above funds in reverse order, with the \$500.00 departmental deductible charge being reimbursed last.

December, 1982

ADMINISTRATIVE RULES

CHAPTER 11: MEMORIAL HALL GOVERNING BOARDS

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Sec. 11.1

ADMINISTRATIVE RULES

Sec. 11.5 (c)

CHAPTER 11: MEMORIAL HALL GOVERNING BOARDS*

Sec. 11.1

PURPOSE. The purpose of this Administrative Rule is to promulgate policies, rules and regulations for the organization, operation and management of the several Veterans Memorial Halls established and maintained by the Board of Supervisors.1/

Sec. 11.3

ESTABLISHMENT OF GOVERNING BOARDS. Each Veterans Memorial Hall established and maintained by the Board of Supervisors shall be governed by a Board of Trustees known as the "BOARD OF TRUSTEES OF THE ----- MEMORIAL HALL."

Sec. 11.5

CONSTITUTION OF BOARDS. The several boards of trustees shall be constituted as follows:

- (a) The Supervisor in whose district the Memorial Hall is situated shall be a permanent trustee.
- (b) For each Veterans Memorial Hall serving no more than four (4) veterans organizations, as defined by Section 1800 of the California Military and Veterans Code, one or more trustees shall be appointed from each veterans organization. If the number of veterans organizations is less than four (4), or if a veterans organization fails to recommend a trustee as hereinafter provided, the Board of Supervisors shall appoint as many additional trustees, who are members of veterans organizations as may be necessary to constitute a board of five members, including a member of the Board of Supervisors. (Reference: Resolutions 88-136; 94-207; 95-318, 12-19-95.)
- (c) For each Veterans Memorial Hall serving at least five (5) but not more than eight (8) veterans organizations, as defined by Section 1800 of the California Military and Veterans Code, one or more trustees shall be appointed from each veterans organization. If the number of veterans organizations is less than eight (8), or if a veterans organization fails to recommend a trustee as hereinafter provided, the Board of Supervisors shall appoint as many additional trustees, who are members of veterans organizations, as may be necessary to constitute a board of nine (9) members, including a member of the Board of Supervisors. However, if there are nine or more veterans organizations who wish to be represented on the board of trustees and submit nominations therefore as hereinafter provided, the board of trustees shall consist of one member from each veterans organizations and one member of the Board of Supervisors. (Reference: Resolution 95-318, 12-19-95.)

*These rules were originally adopted by the Board of Supervisors on August 3, 1976, and amended three times since then. They were renumbered and codified in the Administrative Rules by Resolution 83-224, 6-21-83.

1/ Ref: Military and Veterans Code Section 1260 et seq.

December, 1995

CHAPTER 11: MEMORIAL HALL GOVERNING BOARDS

Sec. 11.5 (Continued)

- (d) (Provisions for the composition of the Auburn Veterans Memorial Hall Board were deleted by Resolution 94-207, 7-12-94.)
- (e) (Provisions for the composition of the Loomis Veterans Memorial Hall Board were deleted by Resolution 94-207, 7-12-94.)

Sec.11.6 **ALTERNATE MEMBER FOR SUPERVISOR.** Any Supervisor may, but is not required to, appoint as such Supervisor's alternate an active member of a veterans organization. (Reference: Resolution 81-278, 7-7-81.)

Sec.11.7 **APPOINTMENT OF TRUSTEES.** Each year, on or before the third Monday in June, each veterans organization shall submit to the Supervisor elected from its respective district two names of their members whom the organization recommends be appointed to the board of trustees of the Veterans Memorial Hall. Thereafter, a meeting of the Board of Supervisors in the succeeding July, or as soon thereafter as reasonable, the Supervisor of that district shall nominate to the full Board of Supervisors any such recommendation(s) the Supervisor supports or any other member(s) of the organization the Supervisor does support for nomination to the trustee board. The Board of Supervisors will act upon the nominee(s) of the Supervisor of each district to the Veterans Memorial Hall Trustees within his or her respective district. (Reference: Resolution 95-318, 12-19-95.)

Sec.11.8 **TERM OF OFFICE.** The term of a sitting board of trustees member will end September 1st of each year whether or not the Board of Supervisors has acted on new appointments. For the 1995-1996 fiscal year, the term of any sitting board of trustees member will end 15 days from the date of adoption of this rule, unless the Supervisor of the district in which the hall sits requests, in writing, a sitting member to continue as trustee until July of 1996. Any alternate appointed pursuant to Section 11.6 shall also serve consistent with the provisions of this section or until the Supervisor revokes the appointment in writing or replaces the alternate with a new alternate. Prior to discharging the duties of this office, each trustee shall take an oath of office, which shall be filed with the Clerk of the Board of Supervisors. (Reference: Resolution 95-318, 12-19-95.)

Sec.11.9 **COMPENSATION.** The office of the trustee is honorary, without salary or other compensation.

December, 1995

Sec.11.10

ADMINISTRATIVE RULES

Sec. 11.15

CHAPTER 11: MEMORIAL HALL GOVERNING BOARDS

Sec.11.10

MEETINGS.

- (a) Each Board of Memorial Hall Trustees shall establish an appropriate schedule of regular meeting dates, and any board may meet at such other times as it may appoint, at a place to be designated. Special meetings may be called in accordance with Section 54956 et seq., of the Government Code, for the transaction of necessary business. A majority of the members constitutes a quorum for business, and an affirmative vote of a majority of all of the members is required to exercise the powers of the Board.
- (b) (This subsection was deleted by Resolution 94-207, 7-12-94.)

Sec.11.11

OPEN MEETINGS. All meetings of the board shall be open and public and shall be subject to the "Brown Act," Section 54950 et seq., of the Government Code.

Sec.11.12

PRESIDENT OF THE BOARD. Each board shall appoint one of its members as president.

Sec.11.13

SECRETARY. Each board shall select a secretary who shall keep a full statement and account of all property, and shall keep a record and full minutes in writing of all proceedings of the board.

Sec.11.14

RECORDS PUBLIC. All records of the board shall be open to inspection by the public.

Sec.11.15

REMOVAL OF TRUSTEES. Each veterans organization may remove its representatives at any time. The Board of Supervisors may, in its sole discretion, remove any trustee at any time and may declare the office of trustee vacant upon the occurrence of any of the events set forth in Section 1770 of the Government Code. Vacancies shall be filled within thirty (30) days after their occurrence in the manner provided by Section 11.7.

Sec. 11.16

ADMINISTRATIVE RULES

Sec. 11.20

CHAPTER 11: MEMORIAL HALL GOVERNING BOARDS

Sec.11.16

DUTIES AND POWERS OF BOARDS. Subject to final approval by the Board of Supervisors, each board of trustees shall make and enforce all rules, regulations and by-laws necessary for the administration, government, and protection of the Memorial Hall and all property belonging thereto. Such rules and regulations shall include, but are not limited to, provisions for:

- (a) Management of the hall.
- (b) Fee schedule for rental of the hall and equipment.
- (c) Purposes and procedures for rental of the hall and equipment, including clearance from local law enforcement agencies for all large gatherings.
- (d) Coordination of routine maintenance and janitorial services, provided by the Placer County Department of General Services.

Sec.11.18

PAYMENT FOR USE OF MEMORIAL HALLS. Free use of the halls shall be accorded to those groups who, in the judgment of the hall boards or Supervisor (or his or her designee) in whose district such hall is located, provide a community service, are open to public membership, and would suffer financial hardship if charged rental for use of the public facility. Such groups would generally include, but are not limited to, youth scouting activities, senior citizens groups where age is the sole criteria for membership, governmental agency functions, and similar uses. Fraternal groups, local labor unions, and professional and business organizations would not be included. Ultimate determination as to eligibility shall be vested with the Placer County Board of Supervisors. (Reference: Resolution 78-409, 8-22-78.)

Sec.11.20

MEMBERSHIP OF VETERANS ORGANIZATIONS. Each board of trustees shall prepare and maintain a current record of all veterans organizations who use the hall and desire to be represented on the board of trustees. Said record shall contain the following information plus any other information deemed appropriate by the board of trustees:

- (a) Name of organization.
- (b) Legal form of the organization, i.e., corporation, unincorporated association, etc.
- (c) Mailing address of organization.
- (d) Total number of members of each organization.
- (e) Name and address of president and secretary of organization.

Sec.11.25

ADMINISTRATIVE RULES

Sec. 11.40

CHAPTER 11: MEMORIAL HALL GOVERNING BOARDS

Sec.11.25

BUDGET. On or before the date specified for presentation of departmental budgets each year, the Department of General Services, in cooperation and coordination with each board of trustees, shall prepare and submit a cumulative budget for all halls to the Board of Supervisors for the next succeeding fiscal year. Said budget shall include, but is not limited to, the following elements:

- (a) Employee salaries and benefits.
- (b) Communications.
- (c) Utilities.
- (d) Travel and transportation.
- (e) Office supplies and expense.
- (f) Maintenance supplies and equipment.
- (g) Fixed assets and equipment.
- (h) Capital improvements.
- (i) Estimated income.
- (j) Miscellaneous expense.

Sec.11.30

ANNUAL REPORT BY TRUSTEES. Each board of trustees, on or before the fifteenth day of July each year, shall make an annual report to the Board of Supervisors for the preceding fiscal year ending on the 30th day of June. The report shall give the condition of their trust, with full statements of all their property and money received, if any, whence derived, how used and expended, and such other information as might be of interest.

Sec.11.40

ORGANIZATIONAL RELATIONSHIPS. Each Memorial Hall Board may advise the hall custodian of minor items; however, board requests should be presented to the Superintendent of Buildings and Grounds. If satisfaction is not achieved, a board should contact the Director of General Services, and if satisfaction is still not obtained, an appeal may be made to the Board of Supervisors.

December, 1995

ADMINISTRATIVE RULES
CHAPTER 12: USE OF COUNTY FACILITIES

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July, 1983

Sec.12.18

Sec.12.1

ADMINISTRATIVE RULES

CHAPTER 12: USE OF COUNTY FACILITIES*

Sec.12.1

GENERALLY. It is in the public interest to permit the occasional use of county facilities by non-county organizations and for purposes other than official county business. Such usage shall be governed by the provisions of this Chapter and shall apply to all county facilities, including leased facilities, except veterans memorial halls. The use of veterans memorial halls is governed by provisions contained in Chapter 11 of the Administrative Rules.

Sec.12.4

TIME OF USAGE. Use of county facilities by non-county organizations is permitted only when such facilities are not being used for official county functions, and may also be limited as to time of day.

Sec.12.6

SECURITY. Use of county facilities by non-county organizations is permitted only when, in the opinion of the department head or operating supervisor of a county facility, there is adequate security surrounding the facility during such use.

Sec.12.9

SCHEDULING. Scheduling shall be done by the department head or operating supervisor of a county facility, and shall be on a "first come, first served" basis.

Sec.12.12

NON-PERMITTED USES. No permitted use of a county facility shall cause a private individual or entity to make a profit from the activity authorized, nor further the aims of a political party or candidate.

Sec.12.15

COUNTY EXPENSE. No activity shall be permitted which would require the county to incur expenses for repairs, janitorial services or staff time to prepare the facility for use. Failure to abide by this rule may result in denial of an organizations's future use of county facilities.

Sec.12.18

APPLICATION. To insure the orderly use of county facilities and adherence to these policies, a department head or operating supervisor of a county facility may require an organization to complete in advance an application for use of county facilities, on a form prescribed by the Board of Supervisors.

* Resolution 83-294, 7-26-83, was adopting resolution.

July, 1983

Sec. 12.21

ADMINISTRATIVE RULES

Sec. 12.30

CHAPTER 12: USE OF COUNTY FACILITIES

Sec.12.21

FEES. Non-county organizations, except other governmental agencies, using county facilities shall pay a reasonable fee to cover all incidental costs to the county, such as utilities, in an amount determined by the appropriate department head and approved by the Board of Supervisors.

Sec.12.24

INSURANCE. For uses other than business meetings of a governmental agency or nonprofit community organization, the requesting organization shall file with the department head or operating supervisor a certificate of liability insurance, which has been approved as to form and extent and types of coverage by the Placer County Counsel. (Reference: Resolution 85-9; 1-8-85.)

Sec.12.27

FOOD AND DRINK. The department head or operating supervisor of a county facility, at his or her discretion, may limit the consumption of food or drink in a particular facility.

Sec.12.30

COUNTY ADMINISTRATIVE CENTER. These rules shall also apply to facilities at the County Administrative Center, 175 Fulweiler Avenue, Auburn, California, except that:

- (a) Use of the Board of Supervisors hearing room shall be limited to the Board of Supervisors and county departments, and for public hearings conducted by boards and commissions appointed by the Board of Supervisors.
- (b) Use of any facilities at the County Administrative Center during other than normal working hours shall be limited to the Board of Supervisors and county departments, and for public hearings conducted by boards and commissions appointed by the Board of Supervisor.
- (c) Fees shall not be charged for use of facilities at the County Administrative Center.

ADMINISTRATIVE RULES
CHAPTER 13: PAPER RECYCLING POLICY

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January, 1986

Sec. 13.1

ADMINISTRATIVE RULES
CHAPTER 13: PAPER RECYCLING POLICY*

Sec. 13.8

Sec. 13.1 **POLICY.**

- (a) Whenever possible, all waste paper, office or computer supplies shall be recycled. Recycling shall be performed under contracts, purchase orders or purchase agreements established by Procurement Services or under other Board of Supervisors approved recycling program(s) of benefit to the county.
- (b) Whenever a type of waste paper, office or computer supply is not covered by an existing contract, purchase order, purchase agreement or other Board of Supervisors approved recycling program(s), alternate recycling arrangements including employee recycling may be approved by the County Executive or his designee on an interim basis if such arrangements will cost effectively manage the waste materials.

Sec. 13.5 **DUTIES OF PROCUREMENT SERVICES**

- (a) Procurement Services shall establish contracts, purchase orders or purchase agreements to provide for recycling of waste paper, office or computer supplies, or shall recommend to the Board of Supervisors for approval other recycling program(s) that would provide benefit to the county.
- (b) Upon request of the County Executive Office, Procurement Services will determine if specified types of waste paper, office or computer supplies are covered by an existing contract, purchase order, purchase agreement or other Board of Supervisors approved recycling program(s).
- (c) Procurement Services shall add waste items not covered to existing contracts purchase orders, purchase agreements, or other Board of Supervisors approved recycling program(s) whenever feasible.

Sec. 13.8 **APPROVAL OF COUNTY EXECUTIVE OFFICE.** The County Executive Office, upon request of a county department, may approve employee recycling or other alternate recycling arrangements for waste paper, office or computer supplies not covered by an existing contract, purchase order, purchase agreement or other Board of Supervisors approved recycling program(s) if such arrangements are the most cost effective for managing the waste materials at the time of approval. Such approvals shall be for periods not exceeding one year, but may be renewed upon request of the county department and subsequent determination

that the alternate arrangement(s) continues to be the most cost effective for managing the waste materials.

* Resolution 86-50, 1-28-86, was adopting resolution.

January, 1986

ADMINISTRATIVE RULES
CHAPTER 13: PAPER RECYCLING POLICY

Sec.13.12

RESPONSIBILITIES OF REQUESTING COUNTY DEPARTMENTS. Approvals for alternate recycling arrangements, including employee recycling, will require that the requesting department agree to:

- (a) Monitor the alternate recycling arrangement(s) to ensure that only the specified waste paper, office or computer supplies are included.
- (b) Ensure that all recycling is performed only by employees or other persons who volunteer to perform such recycling, during other than the employees' regular work hours, and using no county equipment or vehicles except as specifically approved by the County Executive Officer. Such recycling shall not be considered county worked time for any purposes whatsoever, including regular or overtime compensation or workers compensation insurance.
- (c) Maintain records of all monies received, expenses reimbursed and use of net proceeds. Such records will be made available for review by the County Executive Office upon request.
- (d) Ensure that all net proceeds are used for equipment or supplies that may reasonably benefit all department employees or the nonprofit organization(s) approved by the County Executive Officer. Equipment and supplies purchased from recycling monies may be used only on county property unless otherwise specifically approved by the County Executive Officer.
- (e) Request annual renewal of approval for any alternate recycling program if the department wishes to continue the program.
- (f) Terminate any alternate recycling program upon the direction of the County Executive Office or Procurement Services and ensure that the specified waste materials are subsequently disposed of through an approved contract, purchase order, purchase agreement or other approved recycling program.

January, 1986

ADMINISTRATIVE RULES
CHAPTER 13: PAPER RECYCLING POLICY

Sec.13.12

RESPONSIBILITIES OF REQUESTING COUNTY DEPARTMENTS. Approvals for alternate recycling arrangements, including employee recycling, will require that the requesting department agree to:

- (a) Monitor the alternate recycling arrangement(s) to ensure that only the specified waste paper, office or computer supplies are included.
- (b) Ensure that all recycling is performed only by employees or other persons who volunteer to perform such recycling, during other than the employees' regular work hours, and using no county equipment or vehicles except as specifically approved by the County Executive Officer. Such recycling shall not be considered county worked time for any purposes whatsoever, including regular or overtime compensation or workers compensation insurance.
- (c) Maintain records of all monies received, expenses reimbursed and use of net proceeds. Such records will be made available for review by the County Executive Office upon request.
- (d) Ensure that all net proceeds are used for equipment or supplies that may reasonably benefit all department employees or the nonprofit organization(s) approved by the County Executive Officer. Equipment and supplies purchased from recycling monies may be used only on county property unless otherwise specifically approved by the County Executive Officer.
- (e) Request annual renewal of approval for any alternate recycling program if the department wishes to continue the program.
- (f) Terminate any alternate recycling program upon the direction of the County Executive Office or Procurement Services and ensure that the specified waste materials are subsequently disposed of through an approved contract, purchase order, purchase agreement or other approved recycling program.

January, 1986

ADMINISTRATIVE RULES
CHAPTER 14: VOLUNTEERS

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May, 1988

Sec. 14.1

ADMINISTRATIVE RULE

Sec. 14.7

CHAPTER 14: VOLUNTEERS*

Sec. 14.1

GENERALLY. These rules and regulations shall be applicable to volunteers who provide services or labor for the county. For the purposes of this chapter, volunteers shall include:

Persons appointed by the Board of Supervisors to serve on various county commissions and advisory boards;

- (a) Public members appointed by the Board of Supervisors to serve on the Area 4 agency on Aging Joint Powers Authority Governing Board;
- (b) All persons who perform services or labor for the benefit of the county, but not in exchange for a salary or an hourly compensation. For the purposes of this definition, reimbursement to any volunteer for actual out-of-pocket expenses incurred by the volunteer as part of the service or labor, such as mileage or meal expenses, shall not be considered compensation.

Sec. 14.4

RESPONSIBILITY OF DEPARTMENT HEADS. It shall be the duty of each department head or any delegated county employee to see that all volunteers, prior to any service, comply with the requirements of this chapter. The failure to comply with these requirements may result in the inability of the county to extend appropriate benefits to the volunteer should an injury take place. The failure to comply with these directions may result in the appropriate discipline of the department head or the delegated employee.

Sec. 14.7

INFORMATION REQUIRED FROM VOLUNTEER. The following information shall be obtained from any proposed volunteer prior to the volunteer performing any services or labor for the county:

- (a) The full name, current address, and current home telephone number of the volunteer.
- (b) The name, address, and telephone number of any individual to be contacted in case of emergency or injury involving the volunteer.

*Resolution 86-143, 4-15-86, was adopting resolution.

April, 1986

Sec. 14.10

ADMINISTRATIVE RULES

Sec. 14.16

1 CHAPTER 14: VOLUNTEERS

Sec. 14.10

STATEMENT OF DUTIES. Each volunteer shall be provided a statement in writing describing the type of services he or she will be expected to perform as a volunteer. Such statement shall acknowledge that the volunteer is physically able to perform these services and that the volunteer is not aware of any physical limitations that would preclude the volunteer from performing such services. A copy of this statement shall be made available to the volunteer, and the original of this statement shall be signed and dated by the volunteer.

Sec. 14.13

RECORDS. Each department shall maintain a written schedule of all services to be performed by volunteers, including but not limited to the following:

- (a) The name of the individual volunteering.
- (b) The date the volunteer services or labor will be performed.
- (c) The beginning and ending times of all work periods the volunteer will be working.
- (d) A brief description of the services to be performed.
- (e) If transportation is provided, a statement of the means provided for transporting the volunteer to the job site.
- (f) The name of the county employee who will supervise the activity of the volunteer.

Sec. 14.16

INCIDENT REPORTS. It shall be the responsibility of the department head or delegated employee of the department to maintain records of any incidents involving volunteers or injuries to the volunteers. Said records shall be maintained as if the volunteer were a county employee. Further, following any accident all appropriate notification to appropriate county departments all be made as if the volunteer were a county employee including, but not limited to, notification to the Benefits Coordinator for the County of Placer.

April, 1986

Sec. 14.19

ADMINISTRATIVE RULES

Sec. 14.23

CHAPTER 14: VOLUNTEERS

Sec. 14.19

INJURIES. During the actual period of service all volunteers complying with these requirements in an authorized program shall be covered by Placer County for Workers Compensation benefits. Any volunteer injured while performing services for the county shall be treated for Workers Compensation purposes as an employee of Placer County. The responsible department shall make the appropriate notification and other action as required. Prompt attention to medical care, as needed under the circumstances, is required.

Sec. 14.22

TRANSPORTATION. County volunteers shall not be permitted to operate any county vehicle at any time, except in emergency situations during which the county employees are physically unable to operate a vehicle and where circumstances demand immediate movement of the vehicle in order to prevent a hazard or injury or the aggravation of a hazard or injury.

- (a) Volunteers shall be transported generally in conformance with the Administrative Rules, Chapter 3, for the transportation of employees on official county business.
- (b) Volunteers will not be covered for trips made in their personal vehicle unless prior to such a trip the department head or the delegated employee has approved such use of the private vehicle of the volunteer, has personally inspected the driver's license of the volunteer, and has personally inspected a certificate of insurance verifying that the volunteer has automobile insurance.
- (c) Travel by the volunteer to and from the job site will not be included in the coverage of Workers Compensation benefits unless the appropriate department head or delegated employee directs such travel as part of the job assignment prior the service being provided.

Sec. 14.23

SHERIFF'S RESERVES AND VOLUNTEERS. Notwithstanding the provisions of Section 14.22, those volunteer members of the Sheriff's Reserves, Communication Reserves, and Search and Rescue organization who have been given the P.O.S.T. certified Driver Awareness Course shall be permitted to operate County (Reference: Resolution 87-457, 11-24-87.)

November, 1987

Sec. 14.24

ADMINISTRATIVE RULES
CHAPTER 14: VOLUNTEERS

Sec. 14.25

Sec. 14.24 **FIRE DEPARTMENT VOLUNTEERS.** Notwithstanding the provisions of Section 14.22, those volunteer members of a county fire department who have been given a certified Driver Awareness Course approved by Risk Management, County Counsel's Office, shall be permitted to operate county vehicles in the course of their volunteer duties (Reference: Resolution 88-147, 4-26-88.)

Sec. 14.25 **INFORMATION PROVIDED TO THE VOLUNTEER.** Prior to the commencement of any volunteer service for Placer County, the department head or the delegated employee shall clearly inform each volunteer of the following:

- (a) The coverages and protections afforded the volunteer under this chapter and of the limitations upon that coverage as designated in these rules.
- (b) That for the orderly conduct of business and to maintain the safety and coverage of all concerned at any job site, each volunteer must be scheduled in advance for an agreed time period and a record of the commencement and termination of all work periods by each volunteer must be recorded.

April, 1988

ADMINISTRATIVE RULES
CHAPTER 15: BOARD OF SUPERVISORS' PROCEDURES

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15.10	Hearing Procedure

May, 1997

CHAPTER 15: BOARD OF SUPERVISORS' PROCEDURES *

Sec. 15.1

DEFINITIONS:

- (a) "Board" shall be defined herein to mean the Placer County Board of Supervisors.
- (b) "Member" shall be defined to mean each person who is elected, or appointed to fill a vacancy, to serve on the Board of Supervisors.

Sec. 15.2

MEETINGS:

- (a) Regular meetings of the Board shall be held on each Tuesday of each month at 9:00 a.m., or a later time as set by the Chairman, or on any other date and time as duly adopted by the Board. All regular meetings shall be held in the Board of Supervisors Chambers at the County Administrative Center, 175 Fulweiler Avenue, Auburn, California, except for approximately four (4) quarterly meetings to be held in the Lake Tahoe area, at such times and dates as set by the Chairman. If public interest so demands and the Chairman determines it is warranted, a regular meeting may be moved to a location accommodating a larger capacity for public attendance or set for an evening hearing.
- (b) Special meetings may be called by the Chairman, or in his/her absence, by the Vice-Chairman, provided notice is given as required by Section 54956 of the Government Code, and shall be limited to those items listed on the noticed agenda.
- (c) The Board may adjourn any regular, special, or adjourned special meeting to a time and place specified in the order of adjournment, provided that order is publicly announced at the meeting. A copy of the order or notice of adjournment shall be conspicuously posted on or near the door of the place where the regular, or special meeting was held within twenty-four (24) hours after the time of the adjournment.
- (d) Closed sessions shall be held only upon advice of legal counsel for those purposes permitted by state law.

* Resolution 97-131, 5-20-97, was adopting resolution.

May, 1997

Sec. 15.3

ADMINISTRATIVE RULES

Sec. 15.4

CHAPTER 15: BOARD OF SUPERVISORS' PROCEDURES

Sec. 15.3

CHAIRMAN:

- (a) The Chairman, or Chairperson, shall act as a presiding officer, shall be selected by a majority vote of the members at the first regular meeting in January of each year, and shall serve for one year so long as the individual selected continues to be a member or unless removed by a vote of three members at a regularly scheduled meeting.
- (b) A Vice-Chairman shall be selected and retained by the same process and shall act as presiding officer in the absence of the Chairman.

Sec. 15.4

CONDUCT OF MEETINGS:

- (a) The Chairman shall preside at all meetings and in his/her absence the Vice-Chairman shall preside. When both are absent, those in attendance shall select an acting Chairman for that meeting by a majority vote of those present.
- (b) A meeting may be opened, continued and adjourned by the Chairman at his/her discretion, or by a vote of three members.
- (c) Any action or decision by the Chairman may be reversed only by a vote of three members.
- (d) The order of business shall follow the final agenda for the meeting, provided that the Chairman or the members by majority vote may deviate from the order so long as notice is announced to the public during the meeting. However, public hearings noticed for a fixed time on the agenda shall proceed at the time fixed or as soon thereafter as is permitted by the business, or continued to a time fixed by vote of three members.
- (e) Actions and decisions shall result from a motion followed by a second and passed by at least three members.
- (f) The Chairman may propose or second a motion without relinquishing the chair to the Vice-Chairman or any other member acting as temporary Chairman.

June, 1997

CHAPTER 15: BOARD OF SUPERVISORS' PROCEDURES**Sec. 15.4** (Continued)

- (g) While the Board is in session, the members must preserve order and decorum. No member shall, either by conversation or otherwise, delay or interrupt the proceedings or the peace of the Board or disturb any member while speaking or refuse to obey the orders of the Board or its presiding officer.
- (h) Any person making personal, impertinent or slanderous remarks or who shall become boisterous while addressing the Board shall be forthwith barred from the meeting by the presiding officer, unless permission to continue is granted by a majority of the Board.
- (i) Persons addressing the Board shall step up to the podium and shall give their name and address in an audible tone of voice for the record. All remarks shall be addressed to the Board as a body and not to any member thereof. No person, other than a member of the Board and the person having the floor, shall be permitted to enter into any discussion without the permission of the presiding officer. For items not on agenda, a person shall be limited to three (3) minutes of comment, unless such time is extended by the presiding officer, or by a vote of three (3) members. For items on agenda each person and/or speaker is limited to five (5) minutes of comment unless time is extended by the presiding officer. The Chairman may rule out of order any repetitive comments made by a member of the public, either during the public comment period, during public comment on any agenda item, or during any public hearing.
- (j) Whenever any group of persons wishes to address the Board on the same subject matter, it shall be proper for the presiding officer to request that a spokesperson be chosen by the group to address the Board and, in case additional matters are to be presented at the time by any member of said group, to limit the number of persons so addressing the Board, so as to avoid unnecessary repetition before the Board. The Chairman may set a time limit for each side of any issue. Any video to be presented must be submitted at least twenty-four (24) hours in advance of the meeting to allow for preview and arranging for equipment if needed.

June, 1997

Sec. 15.4

ADMINISTRATIVE RULES

Sec. 15.5

CHAPTER 15: BOARD OF SUPERVISORS' PROCEDURES

Sec. 15.4 (Continued)

- (k) As a courtesy to all, and for efficiency to the Board and to others who have business before the Board, the Board shall attempt to strictly comply with its announced timing of agenda items to the extent reasonably possible. The Chairman shall have discretion to implement this rule in a manner so as not to violate due process of any applicant or appellant before the Board of Supervisors or to unfairly and unreasonably limit or restrict public comment and/or debate. However, neither the public, persons who have business before the Board, nor the Board or its staff is required to entertain burdensome, repetitive, or irrelevant comments.

Sec. 15.5

QUORUM:

- (a) A quorum shall consist of three members. However, no action requiring a vote shall be effective unless passed by vote of three members. An additional number of votes may be required when mandated by law.
- (b) In the absence of a quorum a meeting may be cancelled, continued or relocated by the Chairman, or by the Clerk at the direction of the Chairman or Vice-Chairman in his/her absence, provided that:
 - (1) Notice of the action is given to all members, the media and the public as required by State law; and
 - (2) Notice is posted at the time and place of the meeting.
- (c) The Chairman, in conjunction with the Clerk of the Board of Supervisors and/or the County Executive Officer, or his or her designee(s), may cancel any regular meeting for which no public hearing has been set in compliance with state law, if there is a general lack of business or urgency for action by the Board of Supervisors. The Board may, but is not required, discuss its future scheduling requirements at or during its luncheons on regular business days. Any such agenda scheduling shall thereafter be appropriately noticed in a timely fashion by the Clerk of the Board of Supervisors.

June, 1997

CHAPTER 15: BOARD OF SUPERVISORS' PROCEDURES**Sec. 15.5 (c)** (Continued)

The failure of staff with the approval of the Chairman to timely produce and distribute an agenda consistent with the requirements of state law shall be deemed notice of a cancellation of a regular meeting, but shall not preclude the noticing of a special meeting and/or emergency meeting consistent with other requirements of state law.

Sec. 15.6: VOTING:

- (a) When a vote is called for by the Chairman, silence shall constitute an aye vote of members' present.
- (b) A member may change his/her vote at any time prior to the next vote of the Board after which his/her vote shall be permanently recorded.
- (c) A member with a conflict of interest as defined by the law of California involving the subject matter of any item before the Board shall declare such conflict in public and abstain from participation in deliberations and from voting thereon. Such member may not participate in public comment on the item. A remote conflict of interest of a member must also be declared, but shall not prevent voting or deliberation by the member unless the conflict is ruled to be a direct conflict by the Chairman or by a vote of the Board. Abstention under this rule, however, will not cure a contract made in violation of Government Code Section 1060, any such contract is void.
- (d) Where the number of persons eligible to vote on the matter is insufficient to decide the matter if all voted the same, a member present but abstaining because of a conflict may vote as allowed by the general law.
- (e) Except as provided above, motions having insufficient votes due to absence or abstention, fail. If the subject matter is an appeal to the Board from a lower administrative hearing, a tie vote on each side of the question shall result in no change to the decision appealed.

June, 1997

Sec. 15.6

ADMINISTRATIVE RULES

Sec. 15.7

CHAPTER 15: BOARD OF SUPERVISORS' PROCEDURES

Sec. 15.6 (Continued)

- (f) A member may abstain from voting on any matter at any time.
- (g) A member may raise an objection to the procedure at any time, and when called upon shall state the basis of the objection. The Chairman shall rule on the objection but may be overruled by a majority vote of the Board. Action on the objection shall take place before the further action of the Board.
- (h) At any time prior to adjournment of the meeting a motion may be passed by vote of three members to reconsider, revise, amend or rescind any action made at that meeting, consistent with due process and provided that matters subject to public hearing notice requirements shall require new notice prior to further action on such matters.
- (i) At any time prior to the effective date of any official enactment, the body by majority vote may rescind such action, provided notice is given in advance if required by law.
- (j) After the effective date of any enactment the body may repeal the enactment but such repeal shall operate prospectively only.
- (k) A motion may be tabled by majority vote to be taken up either at a date and time certain or after a vote to consider the motion is passed.

Sec. 15.7 AGENDAS:

- (a) The Agendas for all meetings shall be prepared by the Clerk of the Board at the direction and under the control of the Chairman, with the assistance of the County Executive Officer, County Counsel, the Personnel Director and the Administrative Assistant for the Board, including the scheduling, handling and order of all matters appearing thereon. Any decision of the Chairman may be overruled by a majority vote of the members at a meeting.

June, 1997

CHAPTER 15: BOARD OF SUPERVISORS' PROCEDURES**Sec. 15.7** (Continued)

- (b) The deadline for submission of agenda items shall be fixed and announced by the Clerk of the Board. The deadline shall be set at a time after the last meeting, but with sufficient time for staff prior to the next meeting to allow for the preparation of the agenda and support documents. Late items may be accepted or refused at the discretion of the Chairman. Any member may put an item on agenda without approval of the Chairman, but otherwise consistent with this rule. However, if after consulting with staff, the Chairman determines insufficient time is available to properly review and present an item, the Chairman may direct the item go onto a later agenda.
- (c) Staff submitting agenda items shall prepare and submit to the Clerk of the Board of Supervisors after review by the County Executive Officer an original and sufficient copies of all supporting written material prior to the agenda deadline.
- (d) Items submitted for routine action shall be so identified by the submitting party and scheduled as items for the "Consent Calendar" at the discretion of the County Executive Officer under the direction of the Chairman. "Routine items" shall include matters that are repetitive, non-controversial, ministerial, or procurement items involving purchases of less than \$50,000. Prior to a motion and a second on consent items, any member may request an item be pulled for discussion at a later time; otherwise approval of the consent agenda items shall be acted upon without further discussion. Public comment shall be allowed on any consent item before action of the Board. If a Board member intends to ask for the removal of an item set for consent, the member is encouraged to so advise the Chairman at least twenty-four (24) hours before the meeting, unless it is a special meeting or an emergency meeting made with less than twenty-four hours' notice. The member should attempt to resolve any and all questions or uncertainties the member has about the item through inquiries to staff before the meeting. It is the expectation of the Chairman when he/she sets matters on consent that staff may not be present to discuss the item.

June, 1997

Sec. 15.7

ADMINISTRATIVE RULES

Sec. 15.8

CHAPTER 15: BOARD OF SUPERVISORS' PROCEDURES

Sec. 15.7 (Continued)

- (e) Closed sessions shall be noticed as required by the Government Code. Prior to holding any closed session, the Board shall disclose, in an open meeting, the item or items to be discussed in closed session. The disclosure may take the form of a reference to the item or items listed on the agenda. The Board shall report any action taken in closed session as required by the Government Code.

Sec. 15.8

MINUTES:

- (a) Minutes for public session shall be prepared by the Clerk of the Board under the control and direction of the Chairman and shall be subject to approval by the body. Minutes may be approved without reading if the Clerk has previously furnished each member with a copy thereof.
- (b) Minutes shall be published and preserved as required by law.
- (c) An audio tape recording shall be made of all Board meetings where votes are taken and decisions reached except closed sessions. The Chairman in his/her discretion may direct that workshops, agenda planning meetings or routine meetings to discuss scheduling not be taped. Audio tape recordings are to be kept for a minimum of five (5) years, after which they may be reused, recycled or destroyed. At the Chairman's direction, a court reporter may be designated to record public hearings and this record will be the official record of the meeting. The Chairman may delegate this duty to the County Counsel or his/her designee. The failure to tape or record any meeting because of mechanical difficulties or otherwise shall not invalidate the proceedings.

June, 1997

Sec. 15.9

ADMINISTRATIVE RULES

Sec. 15.10

CHAPTER 15: BOARD OF SUPERVISORS' PROCEDURES

Sec. 15.9

RECORDS AND DOCUMENTS:

- (a) All Resolutions, Contracts and other official documents representing actions and decisions by the body shall be preserved and published as required by law.
- (b) A permanent record shall be retained by the Clerk of the Board of all public meetings of the Board.
- (c) All official documents representing actions or decisions by the body shall contain a record of the vote on the item and the signature of the Chairman or person presiding, attested by the Clerk or Secretary.

Sec. 15.10

HEARING PROCEDURE:

- (a) This section shall apply to all public hearings required to be conducted by law. Except as expressly provided in this section, the other provisions of these procedures shall also apply. All hearings required for the adoption, modification or repeal of a regulation under Government Code section 65850 et. seq. (Land Use) shall be noticed in compliance with Government Code section 65854.
- (b) The order of presentation shall be:
 - (1) Opening of public hearing by presiding officer, announcement of allotted time for hearing, time per side, and time for individual comment
 - (2) Presentation by staff/confirmation of notice by staff
 - (3) Presentation by applicant or appellant
 - (4) Presentation by opposition
 - (5) Acceptance of public comment/testimony
 - (6) Factual corrections (not rebuttal) by staff, applicant or appellant (in the presiding officer's discretion)
 - (7) Summary and recommendations by Staff
 - (8) Board questions of Staff
 - (9) Closing of public hearing by presiding officer with or without motion, second or vote
 - (10) Board debate
 - (11) Board action

June, 1997

CHAPTER 15: BOARD OF SUPERVISORS' PROCEDURES**Sec. 15.10** (Continued)

- (c) All letters, written materials, studies, reports, or other documentary evidence exceeding the length of a single page should be delivered to the Clerk of the Board of Supervisors at least twenty-four (24) hours before the commencement of the beginning of the meeting in which a public hearing has been set. Specifically, the twenty-four hour period should commence before the beginning of the regular meeting, and is not twenty-four hours before the time set for the public hearing. All notices of appeal to the Board should include reference to this rule, and all notices to the public shall include reference to this rule. Upon receipt of any such material, the Clerk of the Board shall attempt to distribute copies to the members of the Board, staff, and representatives of the applicants or appellants as is reasonably possible. However, the failure of the Clerk to deliver such materials to the applicants or appellants will not void the decision at the hearing or require a continuance of the hearing. Any materials submitted at the time of the public hearing in violation of this rule may be ruled out of order by the Chairman or by a majority vote of the members of the Board. In any ruling on the relevancy of such materials, the Chairman and/or the Board members shall keep in mind that the purpose of this rule is to provide an opportunity to be heard as required for due process for any applicant/appellant having matters heard before the Board. The receipt of lengthy written comment without an opportunity for parties or staff to review, consider, rebut and comment on such materials before the close of public hearing may be deemed by the Board to be inconsistent with the due process rights of the appellant/applicant in that it precludes a reasonable opportunity to consider and respond to such evidence.

June, 1997

CHAPTER 15: BOARD OF SUPERVISORS' PROCEDURES**Sec. 15.10** (Continued)

- (d) The Board may ask questions of staff or anyone who testified prior to the close of the public hearing. Board members shall refrain, to the greatest extent possible, from asking questions after the hearing has been closed. However, Board members may ask questions of staff, and of staff only, after close of public hearing. If, in the determination of the Chairman, staff's comments add new matter, not previously discussed, further comment by those with a property interest which may be effected by the comments of staff may be allowed by the Chairman under terms deemed appropriate and fair by the Chairman.
- (e) For the efficiency of the meeting and the business of the Board, the Chairman may temporarily close a public hearing and later reopen it without the vote of the members of the Board as long as such a procedure is clearly announced. Any interim closing of a public hearing by the Chairman is subject to being overruled by a vote of the majority of the members of the Board of Supervisors. Any motion to set aside the decision of the Chairman to temporarily close a public hearing must be entertained by the Chairman immediately upon request of a member, if seconded, and after debate on the question, a call for the question shall be concluded before taking any further action on the agenda including adjournment.
- (f) The presiding officer shall formally close the hearing prior to any motion being made, and shall take care to note whether a hearing is closed on an interim basis or completely.
- (g) Board members shall not express opinions on the application, or indicate the manner in which they intend to vote, until after the presiding officer has closed the public hearing and Board debate has begun.

ADMINISTRATIVE RULES
CHAPTER 16: CODE OF ETHICS

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December, 1997

Sec. 16.1

ADMINISTRATIVE RULES
CHAPTER 16: CODE OF ETHICS

Sec. 16.1

Sec. 16.1

GENERALLY By Resolution #97-310, adopted by the Placer County Board of Supervisors on December 16, 1997, a code of ethical conduct and standards for employees and officials of the County is hereby added as Chapter 16 of the Administrative Rules.

Sec. 16.2

CODE ELEMENTS The specific standards consisting of twelve separate elements, (a) to (l), are as follows:

(a) Confidential Information - Disclosure Prohibited

Disclosure of confidential information by any county employee or official is prohibited. Employees and officials must respect and protect information that they have access to by virtue of their position and office. No employee or official shall be a party to illegal or improper activity associated with access to confidential information.

(b) Incompatible Activity

No employee or official shall engage in any business or have a financial interest which is in conflict with the proper discharge of their official duties. Employees and officials are also subject to Government Code sections 1090, 1126 and 87100.

(c) Gifts and Gratuities

No employee or official shall accept any fee, compensation, gift, or payment of expenses which results in private gain in return for preferential treatment.

(d) Favored Treatment

No employee or other official shall grant any special consideration, treatment or advantage to any person beyond that which is available to every other person in similar circumstance.

(e) Influence Decision

It is the duty of every employee and official to discourage any inappropriate contact or encroachment on one's official duties by others seeking to influence a decision.

(f) Uphold Laws

All employees and officials must uphold and adhere to all federal, state and local laws, ordinances and regulations and never be a party to their evasion.

Sec. 16.2 (Continued)

(g) Diligent Work and Effort

All employees and officials shall conduct and perform duties and responsibilities diligently and promptly, giving a full day's work for a full day's pay.

(h) Be Efficient and Economical

All employees and officials should, on a continuous basis, seek to find ways to do their jobs more efficiently and economically.

(i) Expose Corruption

It is the duty of every employee and official to expose corruption wherever discovered.

(j) Public Office Held as Public Trust

All employees and officials of the county shall uphold the principles of this code mindful that public office is a public trust and that local government exists to serve the needs of all the citizens of the county.

(k) Private Use of Government Resources Prohibited

Employees and officials are prohibited from using county owned equipment, materials, records and other informational resources, and any other property for their private or personal benefit.

(l) Honesty and Integrity in Public Duties

Employees and officials shall dedicate themselves to the highest ideals of honor and integrity and conduct official duties in a professional and caring manner.